

# SwitchKit

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**You work hard for your money.  
You shouldn't have to work hard to move it.**

Switching banks shouldn't be a hassle. That's why we designed our SwitchKit to help make your switch to Bank of Colorado as easy and convenient as possible.

Along with the enclosed step-by-step Switch Checklist, we've included valuable forms to help you:

- ♦ Switch your automatic deposits
- ♦ Move your automatic payments
- ♦ Close your old account

We want you to have the resources you need to feel confident in your switch to Bank of Colorado. If you would like further assistance, we are happy to help.

If you need help switching your savings account, safe deposit box, loans or lines of credit, we can help move these accounts as well.



# SwitchKit Checklist

Use this checklist to track your progress as you switch automatic deposits and payments to your new checking account. Contact us if you need help switching other accounts or services.

Keep your old accounts open until all outstanding checks clear and automatic transactions are updated with your new account details. Once updates are complete, submit the Account Closing Request form to close your accounts at your former bank.

## New Account Information:

Routing Number: **107002448**

Checking: \_\_\_\_\_ ☐ Checks Received ☐ Debit Card Received

Savings: \_\_\_\_\_

## Update Automatic Deposits:

☐ Payroll ☐ Other: \_\_\_\_\_

## Update Automatic Payments:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Electric         | <input type="checkbox"/> Gas                   | <input type="checkbox"/> Water             |
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Homeowner's Insurance | <input type="checkbox"/> Auto Insurance    |
| <input type="checkbox"/> Life Insurance   | <input type="checkbox"/> Mortgage              | <input type="checkbox"/> Auto Loan         |
| <input type="checkbox"/> Student Loan     | <input type="checkbox"/> Credit Card           | <input type="checkbox"/> Other Loan(s)     |
| <input type="checkbox"/> Phone            | <input type="checkbox"/> Internet              | <input type="checkbox"/> Cable/TV Provider |
| <input type="checkbox"/> Trash            | <input type="checkbox"/> Security System       | <input type="checkbox"/> Subscriptions     |
| <input type="checkbox"/> Association Dues | <input type="checkbox"/> Donations             | <input type="checkbox"/> Memberships       |

Other: \_\_\_\_\_

## Prepare to Close Old Accounts:

- ☐ Confirm outstanding checks have cleared
- ☐ Confirm account number has been updated for automatic deposits and payments
- ☐ Submit the Account Closing Request form to former bank
- ☐ Destroy old debit card(s), unused checks and deposit slips

Locate the Bank of Colorado branch or ATM nearest you by visiting us online at [bankofcolorado.com/locations](http://bankofcolorado.com/locations).

**FOR ASSISTANCE AFTER SETTING UP YOUR ACCOUNT, CALL YOUR LOCAL BRANCH  
OR OUR CUSTOMER SUPPORT CENTER: 1.800.227.7715**



MEMBER FDIC

# Authorization for Direct Deposit

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Complete this form and submit it, along with a voided check, to your employer and anyone depositing electronically into your account. If submitting via email, request secure transmission instructions.

**If your deposit is issued by the U.S. Treasury** (i.e. Social Security), you may enroll in direct deposit of federal benefits payments online at [www.godirect.org](http://www.godirect.org) or by calling 1.800.333.1795.

TO: \_\_\_\_\_

(Employer/Depositor Name)

Please switch my Direct Deposit to **Bank of Colorado** starting:

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ACCOUNT #: \_\_\_\_\_

BANK ROUTING #: **107002448** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

# Authorization for Automatic Payments

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Complete this form and send to any company or organization that you have set up automatic payments with. If submitting via email, request secure transmission instructions.

SERVICE PROVIDER: \_\_\_\_\_

MY ACCOUNT # WITH  
YOUR ORGANIZATION: \_\_\_\_\_

ACCOUNT HOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DAYTIME PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

PLEASE SWITCH MY AUTOMATIC PAYMENT ACCOUNT INFORMATION TO  
**BANK OF COLORADO** STARTING ON:

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS

ACCOUNT #: \_\_\_\_\_

BANK ROUTING #: **107002448** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

If a different form is required to change my account for automatic payments,  
please send your authorized form.

# Account Closing Request

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DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE **CLOSE** THE FOLLOWING ACCOUNTS WITH YOUR INSTITUTION

TO: \_\_\_\_\_  
(Financial Institution Name)

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Name(s) on Account)

ID INFORMATION #: \_\_\_\_\_

ACCOUNT#: \_\_\_\_\_ ACCOUNT TYPE: ☐ CHECKING ☐ SAVINGS

ACCOUNT#: \_\_\_\_\_ ACCOUNT TYPE: ☐ CHECKING ☐ SAVINGS

ACCOUNT#: \_\_\_\_\_ ACCOUNT TYPE: ☐ CHECKING ☐ SAVINGS

ACCOUNT#: \_\_\_\_\_ ACCOUNT TYPE: ☐ CHECKING ☐ SAVINGS

☐ Send payment at once ☐ Send payment after next interest posts

FORWARD FUNDS TO ME AT THE FOLLOWING ADDRESS:

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_