



EZ Swap Checklist

Use this checklist and the provided EZ Swap forms to complete your account conversion to American Community Bank. Any banker can help you with any questions you may have.

Step 1 ***Open your new American Community Bank accounts***

Open your new American Community Bank accounts first so that you'll have everything you need to complete subsequent steps.

Step 2 ***Discontinue use of your "old" bank accounts***

You'll want to keep your "old" bank accounts open for a short time to facilitate the conversion, but you should stop writing checks and otherwise using these "old" accounts. You will want to be sure all outstanding checks have cleared and all electronic transactions (Direct Deposits and Automatic Payments) affiliated with these "old" accounts have been properly redirected to your new American Community Bank accounts before closing these "old" accounts.

Step 3 ***Use the EZ Swap forms to establish Direct Deposits with ACB***

Use the EZ Swap forms to establish or redirect all of your Direct Deposits to your new American Community Bank accounts. For help with Social Security, you will need to call the Social Security office at 800-772-1213.

Step 4 ***Use the EZ Swap forms to create Automatic Payments with ACB***

Similarly, use the EZ Swap forms to establish or redirect all of your Automatic Payments to your new American Community Bank accounts. Any automated payments, such as a utility or loan payment, set up to automatically withdraw from your "old" accounts will need to be established with or redirected to American Community Bank.

Step 5 ***Close your "old" bank accounts***

After tracking your "old" accounts to be sure all of the checks have cleared and all Direct Deposits and Automatic Payments have been removed from your "old" bank accounts, use the EZ Swap form to facilitate the closing of your "old" bank accounts.