

account balance worksheet

In order to close your existing account, you'll need to balance it first. Use this worksheet to help balance your account beginning with the current account balance shown on your most recent checking account statement.

Be as accurate as possible when completing this form and once you're finished you'll no longer need to use your old account. It's important to stop using your account once it's balanced because all your pending transactions must clear before the account is closed .

1. Current balance shown on most recent statement: \$ _____

2. List any deposits that do not appear on your statement:

Date _____ \$ _____

Date _____ \$ _____

Date _____ \$ _____

Date _____ \$ _____ +

Total Step 2 = \$ _____

3. Steps 1 & 2 subtotal: \$ _____

4. List any outstanding withdrawals, transfers, or checks that do not appear on your statement: (Include any debit card purchases, ATM withdrawals, automatic debits and any other fees.)

\$ _____ \$ _____

\$ _____ \$ _____

\$ _____ \$ _____

\$ _____ \$ _____

Total Step 4 = \$ _____

5. Subtract Step 4 from 3.:

This amount should match your checkbook register. = \$ _____

Retain this worksheet for your records.

account closure authorization

Please complete this form and deliver to your previous financial institution.

Date _____ Existing Financial Institution _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____

To Whom It May Concern:

Please close the following account(s):

Account Number Checking Savings Money Market Other

Account Number Checking Savings Money Market Other

Account Number Checking Savings Money Market Other

Account Number Checking Savings Money Market Other

Please send any remaining fund in these account(s) to:

Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____

Primary Account Holder Signature _____ Date _____

Secondary Account Holder Signature _____ Date _____

simple switch form for automatic payments and direct deposits

Complete a copy of this form to redirect each of your automatic payments and direct deposits. Mail each form, **along with a voided check** from your new account, to the appropriate business or merchant authorized to have access to your account.

If you currently receive a federal benefit via direct deposit, please contact a Client Service Representative to ensure a quick and accurate switch of these funds to your new account.

To: _____
(Company name and address)

Company city, state, Zip code

From: _____
(Customer name and address)

Customer city, state, Zip code

Social security number (if required)

Please redirect my: Direct Deposit Automatic Payment

Effective: Immediately Beginning _____/_____/_____

My new account information is:

ABA Routing Number: 325081306

Account Number

Checking

Savings

Money Market

Signature

Date

Daytime phone number



SOUND
COMMUNITY BANK
Simply better here.

Member FDIC  **EQUAL HOUSING
LENDER**

switch your automatic deductions

Switching your automatic deductions to your new Sound Community Bank account is easy. Simply call or visit the websites below. We encourage you to take advantage of Bill Pay (always free of charge), located inside Online Banking, to schedule and pay all your bills!

Verizon
www.verizon.com
1-800-345-6563

Waste Management
www.wm.com
1-800-722-5894

AT&T
www.att.com
*729 from your phone
1-800-331-0500

Seattle City Light/Seattle
Public Utilities
www.ci.seattle.wa.us/light
206-684-3000

Dish Network
www.dishnetwork.com
1-800-333-3474

Olympic Peninsula
Wave Broadband
www.wavebroadband.com
1-866-928-3123

Century Link
www.centurylink.com
1-800-366-8201

City of Sequim
www.sequimwa.gov
360-683-4139

Comcast
www.comcast.com
1-800-266-2278

City of Port Angeles
www.cityofpa.us
360-457-0411

Puget Sound
Puget Sound Energy (PSE)
www.pse.com
1-888-225-5773

Clallam County PUD
www.clallampud.net
800-452-7859

Please call us at 800.458.5585 if you need assistance with Bill Pay or have questions about switching your automatic deductions.

information request form

Feel free to fill out this product questionnaire to share with a Client Service Representative so we can better serve your needs. Our goal is to provide you with the best customer service and quality products that are right for you. Please select any products or services you may be interested in and/or would simply like to learn more about.

Personal Products

- Simply Rewards Checking
- Savings
- Money Market
- CD
- IRA
- Debit Card
- Credit Card
- Online Banking
- Overdraft Protection

Business Products

- My Business Checking
- Sound Business Checking
- Commercial Checking
- Savings
- Money Market
- CD
- Debit Card
- Business Credit Card
- Online Banking
- Remote Deposit Capture
- Merchant Services
- Overdraft Protection

Lending Services

- Mortgage Loan
- Manufactured Home Loan
- Floating Home Loan
- First Time Home Buyer Loan
- Car, Boat or RV Loan
- Home Equity Loan
- Construction Loan
- Business Loans & Line of Credit

Convenience Services

- Mobile Banking
- 24 Hour Telephone Banker
- Online Banking
- Online Banking Alerts
- Business eBanking
- Electronic Statements
- Prepaid Cards
 - Travel
 - Gift
 - Prepaid/Reloadable



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