



**Moving your banking relationship to Community Capital Bank is simple...let us assist you in making the switch!**

**We will provide you with your first order of checks FREE!**

**To get started, just follow the instructions listed below:**

1. Go to any Community Capital Bank Branch and one of our Customer Service Representatives will be happy to help determine the account that is right for you.
2. Be sure to set-up your online banking and bill pay along with your account to save you time and money. We will assist you with entering your bill pay information if you would like the help.
3. Once your new Community Capital account is open, discontinue using your old account. It may take up to 10 days for all of your outstanding items to clear.
4. Destroy all unused checks and deposit slips on your old account. Remember to destroy your ATM/Debit card as well. You may bring your old checks and deposit slips to the bank and we will be happy to shred them for you.
5. Automatic Withdrawals should be changed from your old account to your new Community Capital account. We have the forms available to make this process simple and we will take care of this for you.
6. Any Automatic Deposits that you had on the old account will need to be redirected to your new account. We will be happy to help you with this process. A form is available for Payroll Direct Deposits and other types of Direct Deposits. For Social Security Direct Deposits, we will need to contact 1-800-772-1213 to have those changed. You may contact Social Security or we will be happy to assist you.
7. Once all items have cleared your old account, we will assist you with completing a Request to Close Account Form. This will be sent to your previous financial institution requesting that they close your account and send the remaining balance to your new Community Capital account.

If you need assistance or have questions, please call any of our Branches and a Customer Service Representative will be happy to help.

Jonesboro 770-472-5020  
Fayetteville 770-460-2777

[www.ccbank.us](http://www.ccbank.us)

# Financial Institution Request to Close Account

**Please close and transfer my Account from:**

Financial Institution Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Customer Information:**

Primary: \_\_\_\_\_ SS#: \_\_\_\_\_

Secondary: \_\_\_\_\_ SS#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please close my account immediately and transfer the entire balance to:**

Community Capital Bank  
Attention: Deposit Operations  
2236 Mt. Zion Road  
Jonesboro, GA 30236  
770-472-5020

**Customer Approval and Authorization:**

I hereby authorize my current financial institution, \_\_\_\_\_, to close my account and send a check for the balance payable to Community Capital Bank. Please make note on the check that it is for deposit into account # \_\_\_\_\_.

\_\_\_\_\_  
Signature – Primary Signer

\_\_\_\_\_  
Signature – Secondary Signer

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Date

## Request to Change Monthly Draft

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Attention: Customer Service

I am in the process of beginning a new banking relationship with Community Capital Bank. I would like to request that my monthly draft be changed effective \_\_\_\_\_ (date) to be taken from my new account. The new account information is as follows:

Community Capital Bank  
2236 Mt. Zion Road  
Jonesboro, GA 30236  
770-472-5020

Bank Routing Number – 061120204  
My Account Number - \_\_\_\_\_

### Authorizations

Effective \_\_\_\_\_ (date), I authorize \_\_\_\_\_ to change my monthly draft from account number \_\_\_\_\_ at \_\_\_\_\_ to my new account indicated above at Community Capital Bank. I further authorize Community Capital Bank to pay these drafts on my account. This draft is to remain in force until my intent to withdraw is made in writing to the company.

Thank you for your help with this matter. If you need any additional information, you may contact me at \_\_\_\_\_.

Sincerely,

Typed Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## Request to Change Payroll Direct Deposit

Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Attention: Payroll Manager

I am in the process of beginning a new banking relationship with Community Capital Bank. I would like to request that my payroll direct deposit be changed effective \_\_\_\_\_ (date) to deposit to my new account. The new account information is as follows:

Community Capital Bank  
2236 Mt. Zion Road  
Jonesboro, GA 30236  
770-472-5020

Bank Routing Number – 061120204  
My Account Number - \_\_\_\_\_

Please STOP the current process of depositing into account number \_\_\_\_\_ at \_\_\_\_\_ after the \_\_\_\_\_ (date) payroll.

Thank you for your assistance with this matter.

Sincerely,

Employee Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

## **On-Line Bill Payment Information**

Community Capital Bank will be happy to assist you in transferring your bill payment information from your current account to your new account with us!

In order to complete this process, we will need to see your past Bill Payment History for a minimum of 90 days. To obtain this information, you will need to sign-on to your current On-Line Bill Pay and look under Bill History. You should be able to print a listing of the bills that you paid in the past 90 days.

We will need the following:

- Biller Name
- Account Number
- Mailing Address
- Telephone Number

Once we have this information, we will be able to enter everything for you.

When this process is complete, we will ask that you change your password so that only you will have access to your Bill Payment information.

## Request to Change Direct Deposit

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Attention:**

I am in the process of beginning a new banking relationship with Community Capital Bank. I would like to request that my direct deposit be changed effective \_\_\_\_\_ (date) to deposit to my new account. The new account information is as follows:

Community Capital Bank  
2236 Mt. Zion Road  
Jonesboro, GA 30236  
770-472-5020

Bank Routing Number – 061120204  
My Account Number - \_\_\_\_\_

Please STOP the current process of depositing into account number \_\_\_\_\_ at \_\_\_\_\_ after the \_\_\_\_\_ (date) deposit.

Thank you for your assistance with this matter.

Sincerely,

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_