

# Automatic Withdrawal & Direct Deposit Update Instructions



Follow these simple steps to success.

## **Step 1:** Create your electronic transaction checklist.

It only takes a minute to review your account for direct deposits and automatic payments. Use the enclosed Transaction Checklist to identify all direct deposits and automatic payments.

## **Step 2:** Update online and recurring deposits and withdrawals.

Use the Transaction Checklist to update all direct deposits and automatic payments with the Tennessee Bank & Trust's new Routing Number. Be sure to remember automatic payments from your debit card. While most direct deposit or automatic payments can be changed online or by phone, paper change forms are also included in this kit for your convenience. Just print, complete, and drop it in the mail.

**Questions?** We invite you to call your banker, or our offices in Green Hills (615-298-8000) or Franklin (615-771-7802).

# Electronic Transaction Checklist



Direct Deposits: List all direct deposits to your account(s).

Deposit Type	Company or Institution Name	Account Number	Amount	Date	Completed ✓
Employer Payroll					
Social Security					
Pension/Retirement Plan					
Investment/Brokerage					
Other:					
Other:					
Other:					

Automatic Payments/Transfers: List all withdrawals from your account(s).

Withdrawal Type	Company or Institution Name	Account Number	Amount	Date	Completed ✓
Home/Auto Insurance					
Life Insurance					
Gas/Electric					
Telephone/Cell					
Water					
Cable/Satellite/Internet					
Mortgage					
Auto Loan					
Home Equity Loan					
Personal Loan					
Credit Card					
Other:					
Other:					
Other:					
Other:					

# Automatic Withdrawal & Direct Deposit Change Form



To: \_\_\_\_\_

From: \_\_\_\_\_

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

My bank has recently changed its routing number and I would like to have my transactions with your company updated to the new number. Please discontinue transactions with my old bank information and begin using the new Tennessee Bank & Trust routing number immediately.

**New Tennessee Bank & Trust routing number: 0640-0947-4**

Account Type:       Checking       Savings

I have included a voided check with this authorization, if applicable.

Thank you.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_