

MOUNTAIN HERITAGE BANK

The Switch is Simple

Step 1. Open a new Mountain Heritage Bank checking account.

You will need your account and bank routing numbers for the next steps.

Step 2. Stop using your old checking account.

Keep your old checking account open until your direct deposits and automatic payments take effect and all outstanding checks clear.

Step 3. Change or sign up for direct deposit.

Use the following direct deposit enrollment form to inform your employer or other organizations that you have a new Mountain Heritage Bank checking account. Fill out the form using the account and bank routing numbers from your new Mountain Heritage Bank checking account.

Step 4. Change any automatic payments.

If you have any monthly payments, such as utility or loan payments automatically deducted from your new account, you can use the following Automatic Change Request to inform these companies of your new account information.

Step 5. Close your old account.

Once your checks have cleared and your automatic payments have been changed to your new account, fill out the attached form to inform your former bank that you wish to close your account.



Direct Deposit Enrollment

New Request Change Request

To arrange your Mountain Heritage Bank direct deposit, please complete this form and give to your pay provider.

Name	Phone Number
Address	
City, State, Zip Code	

Primary Account

Bank Name and Address MOUNTAIN HERITAGE BANK 550 Hwy 441 South, PO Box 1510 Clayton, GA 30525-0038	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Number 061120343	Amount to Deposit <input type="checkbox"/> Net Pay <input type="checkbox"/> \$ _____

If my pay provider allows direct deposit to more than one account, I elect to have part of my proceeds put into the following account:

Optional Secondary Account

Bank Name and Address MOUNTAIN HERITAGE BANK 550 Hwy 441 South, PO Box 1510 Clayton, GA 30525-0038	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Number 061120343	Amount to Deposit <input type="checkbox"/> Net Pay <input type="checkbox"/> \$ _____

Signature

Date



Automatic Payment Change Request

To arrange your Mountain Heritage Bank automatic payments, please complete this form and give to your payee(s).

To (Payee Name)	
Payee Address	
Account Number	
Your Name	Phone Number
Your Address	

Please change my existing authorization(s). I have opened a new account at Mountain Heritage Bank. Please change your records so that my electronic payments to you are deducted from my new account:

Bank Name and Address MOUNTAIN HERITAGE BANK 550 Hwy 441 South, PO Box 1510 Clayton, GA 30525-0038	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Number 061120343	Amount to withdrawal <input type="checkbox"/> Amount due <input type="checkbox"/> \$ _____

Signature

Date



Request to Close Account

To	From
Address	Address
City, State, Zip Code	City, State, Zip Code
	Phone Number

Please close the account(s) noted below and mail the balance and any accrued interest to my home address listed above.

All transactions have cleared the account(s) and all direct deposits and/or automatic payments have been stopped.

Account Number: _____ Checking Savings CD Other _____

Account Number: _____ Checking Savings CD Other _____

Account Number: _____ Checking Savings CD Other _____

Account Number: _____ Checking Savings CD Other _____

Signature Date

Signature (Joint Owner) Date