



PEOPLES BANK
& TRUST COMPANY

Switch Checklist

Switching your banking to Peoples Bank & Trust Company is simple when you use the enclosed guide. If you need help, contact us and we'll help you make the move!

❖ **To close an account and transfer any remaining funds, you will need:**

1. Recent bank statement with your old account number
2. New account number provided by PB&TC.
3. PBTC routing number: 064102384
4. Account Closing/Transfer Request Form (*provided by PB&TC*)
5. Follow up to ensure all checks have cleared on your old account

❖ **To change your payroll or direct deposit, you will need:**

1. Recent bank statement with your old account number
2. New PB&TC account number
3. PB&TC routing number: 064102384
4. Payroll/Direct Deposit Transfer Request Form (*provided by PB&TC*)

❖ **To change your Social Security Direct Deposit, you will need:**

1. New PB&TC account number
2. PB&TC routing number: 064102384
3. Visit <http://www.ssa.gov/myaccount/> or call 1-800-772-1213 to change your direct deposit

❖ **To change your automatic payment or withdrawal, you will need:**

1. Recent statement from vendor
2. New PB&TC account number
3. PBTC routing number: 064102384
4. Automatic Payment/Withdrawal Request Form (*provided by PB&TC*)
5. You will need to complete a separate form for each vendor that debits money from your account

❖ **To discuss transferring an existing loan, you will need:**

1. Recent loan statement with loan account and balance remaining
2. Come in and see one of Peoples Bank and Trust Company's loan officers

1203 Hillsboro Boulevard
Manchester, TN 37355
931-728-3381