

Making the Switch to United

To make your transition as easy as possible, we have compiled a collection of forms and contact information to help you move your direct deposits and automatic payments to your new United account. Should you have any questions, or need assistance, please contact a United co-worker who will be happy to assist you.

- ▶ To **close an account and transfer any remaining funds**, you will need:
 - Recent bank statement with your old account number(s)
 - New United account number(s)
 - United Bank & Trust routing/transit number: 072403347 072414077
 - Form #1** – Account Closing Notification
 - Follow up to ensure all checks have cleared your old account
 - Double check maturity dates if transferring a Certificate of Deposit to avoid possible penalties

- ▶ To **establish or change your payroll direct deposit**, you will need:
 - Recent bank statement with your old account number(s)
 - New United account number(s)
 - United Bank & Trust routing/transit number: 072403347 072414077
 - Form #2** – Direct Deposit Request

- ▶ To **establish or change your Social Security Direct Deposit or other federal benefits**, you will need:
 - New United account number(s)
 - United Bank & Trust routing/transit number: 072403347 072414077
 - Visit the www.godirect.gov website to change your deposit online or print out the government's Standard Form 1199A (also available at any United office)

- ▶ To **establish or change your automatic payment or withdrawal**, you will need:
 - Recent statement from vendor
 - New United account number(s)
 - United Bank & Trust routing/transit number: 072403347 072414077
 - To submit your payment/withdrawal request to each vendor, you have several options:
 - ▶ Visit vendor website to update your payment information (see Appendix for list of common vendors)
 - ▶ Use **Form #3** – Automatic Payment Request to mail your request
 - ▶ Use United's Online Bill Pay for FREE! You can even set up recurring payments for each vendor

FORM #1

Account Closing Notification

To: Bank Name _____
 Address _____
 City, State, Zip _____

From: Client Name _____
 Address _____
 City, State, Zip _____
 Daytime Phone _____

Subject: **NOTICE TO CLOSE ACCOUNT**

Please accept this letter as authorization to close my account(s), as listed below, with your institution.

Account Number	Type of Account			
_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> Other
_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> Other
_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> Other
_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> Other

Please forward a check for the balance to:

UNITED BANK & TRUST
 Attn: Deposit Operations
 PO Box 248, Tecumseh, MI 49286

United Account Number _____

Thank you in advance for your cooperation.

 Signature (Primary Account Holder) Date

 Signature Date

 NOTARY PUBLIC

FORM #2

Direct Deposit Request

To: Payroll Department

Employer/Company Name

From: _____

Subject: **DIRECT DEPOSIT**

Please accept this letter as notification that I have established a new checking and/or savings account at United Bank & Trust. I would like my paycheck to be automatically deposited to my United account according to the instructions below.

- Establish Direct Deposit
 Change my existing Direct Deposit

I am requesting Direct Deposit to:

United Account Number: _____ Checking Savings

Bank Routing/Transit Number: 072403347 072414077

Effective Date: _____

Thank you in advance for your cooperation.

Signature

Date

FORM #3

Automatic Payment Request

Please accept this letter as notification that I have established a new checking and/or savings account at United Bank & Trust. I would like the following payment to be automatically debited from my United account listed below.

- Establish Automatic Payment
 Change my existing Automatic Payment

Automatic Payment Information:

Company Name: _____

Account #: _____

Payment Amount: Amount Due
(check one) Fixed Payment in the amount of \$ _____

Personal Information:

Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Bank Account Information:

United Bank & Trust
PO Box 248
Tecumseh, MI 49286

United Account Number: _____ Checking SavingsBank Routing/Transit Number: 072403347 072414077

Thank you in advance for your cooperation.

Client Signature_____
Date

APPENDIX

Automatic Payment Request - Vendor List

The following list includes the most common service providers serving the United market area. If your service provider is not listed, simply refer to your billing statement for your provider's web address and other contact information.

UTILITIES

Citizens Gas	www.citizensgas.com	(800) 427-4217
Consumers Energy	www.consumersenergy.com	(866) 329-9593
DTE Energy	www.dteenergy.com	(800) 477-4747
Michigan Gas	www.michigangasutilities.com	(800) 401-6402
Waste Management	www.wm.com	(866) 834-2080

PHONE, CABLE, INTERNET

Alltel	www.alltel.com	(800) 255-8351
AT&T	www.att.com	(800) 222-0300
Centennial Wireless	www.centennialwireless.com	(800) 493-3121
Charter Communications	https://update.charter.com	(888) GETCHARTER
Comcast	www.comcast.com	(800) 266-2278
D & P Communications	www.DPcable.com	(734) 279-1339
DirecTV	www.directv.com	(800) 494-4388
Dish Network	www.dishnetwork.com	(888) 284-7116
Frontier Communications	www.frontieronline.com	(800) 921-8101
Sprint	www.sprint.com/	(800) 877-4646
TC3Net	www.tc3net.com/	(888) 682-1256
TDS Metrocom	www.tdsmetro.com/	(877) 444-2024
Verizon	www.verizon.com	(800) 483-3000

NEWSPAPERS

Ann Arbor News	www.annarbornews.com	(800) 589-6397
Daily Telegram	www.lenconnect.com/	(800) 968-5111
Detroit Free Press	http://subscribe.freep.com	(800) 395-3300
Detroit News	http://subscribe.detnews.com	(800) 395-3300
Toledo Blade	www.toledoblade.com	(800) 245-3317