



PERSONAL BANKING

-----**SWITCH KIT**-----

Thank you for making the switch to Bank of Commerce!

We trust our Switch Kit will assist in making your transition to Bank of Commerce quick and easy. Please contact us at any time via email- customerservice@bocok.com, phone- (800) 324-8003, or in person at any of our Bank of Commerce branches. We are available to help!

Quick Reference Information

Bank of Commerce Information:

Bank of Commerce Account Number 1: _____

Bank of Commerce Account Number 2: _____

Bank of Commerce Account Number 3: _____

Bank of Commerce Routing Number: 103112992

Former Banking Information:

Former Bank: _____

Former Account Number: _____

Former Account Number: _____

Former Account Number: _____

Former Routing Number: _____

Helpful Hints:

- Automatic Deposits: Recurring credits automatically deposited into your account on a regular basis i.e. dividends, customer payments, interest or reimbursement credits.
- Automatic Deductions: Recurring payments automatically withdrawn from your account on a regular basis, i.e. mortgage payments and insurance premiums.
- Routing Number: The first nine digits found at the bottom of a check.
- Closing Former Account: Ensure all items have cleared the account prior to closing.
- Transferring Automatic Transactions: Track all requests.

Note: Certain companies may require additional information and/or specific internal forms other than those included in this switch kit.

Reminder:

Don't forget to order

- Debit cards
- Deposit slips
- Paper Checks

Action Items:

1. Discontinue Using your former bank account.
 - Keep appropriately funded until all debit items clear the account and any electronic payments have been moved to your Bank of Commerce account.
 - Once all items have posted, close the account and destroy unused checks, deposit slips and ATM/debit cards.
2. Utilize Switch Kit worksheets beginning on page 4.
 - Automatic Deductions- Worksheet and Switch Form
 - Direct Deposits- Worksheet and Switch Form
 - Online Bill Pay
3. Set Up Online Bill Pay.
 - Use the Online Bill Pay Worksheet to set up one-time or recurring online bill payments from your new account.
 - Adding Payees requires the Biller Name, Billing Address, Phone Number and your account number as it appears on your bill.
4. Close Your Former Account.
 - Balance your former account. Monitor as necessary for two statement cycles to ensure all debits/credits have cleared. Generally, automatic deposits take effect within three deposit periods and deductions within two withdrawal periods.
 - Send the Account Closure Letter to your former financial institution.

Checklist

Completed (as applicable)

- | | |
|---|--------------------------|
| 1. Bank of Commerce checking account opened | |
| a. Checks ordered | <input type="checkbox"/> |
| b. Online banking established | <input type="checkbox"/> |
| c. Online bill payees transferred | <input type="checkbox"/> |
| d. Debit card(s) received/activated | <input type="checkbox"/> |
| 2. Direct Deposit switch | <input type="checkbox"/> |
| 3. Automatic Payment switch | <input type="checkbox"/> |
| 4. Move other receivables, payables, or accounts | <input type="checkbox"/> |
| 5. Shred former bank checks, debit cards, deposit slips | <input type="checkbox"/> |
| 6. Close Former Account | <input type="checkbox"/> |

Automatic Payment Worksheet

Use the worksheet below to document all automatic deductions/withdrawals to be moved to your new account at Bank of Commerce. (use additional pages as needed)

	COMPANY	ACCOUNT NUMBER	AMOUNT	PAYMENT DATE
Mortgage/Rent				
Loans	1.			
	2.			
	3.			
Insurance	1.			
	2.			
Credit Cards	1.			
	2.			
	3.			
Utilities	1. Water/Sewer/Trash			
	2. Gas			
	3. Electric			
	4. Phone			
	5. Internet/Cable			
Memberships/Subscriptions (Netflix, Hulu, Walmart, etc)	1.			
	2.			
	3.			
Attorney/Legal				
Accountant				
Lawn/Landscaping				
Taxes	1.			
	2.			
Other	1.			
	2.			
	3.			



Direct Deposit Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my automatic deposit updated with my new bank information. Please make the following updates. Thank you.

Name on Account _____
Identifying Number (if applicable) _____
Former Bank Name _____
Former ABA Routing # _____ Former Account # _____

Please switch my automatic deposit to the following account: Checking Savings

Bank of Commerce: Routing Number: 103112992 Account Number: _____

Effective: Immediately OR on the following date _____

I, _____, authorize your company to redirect credit entries to my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

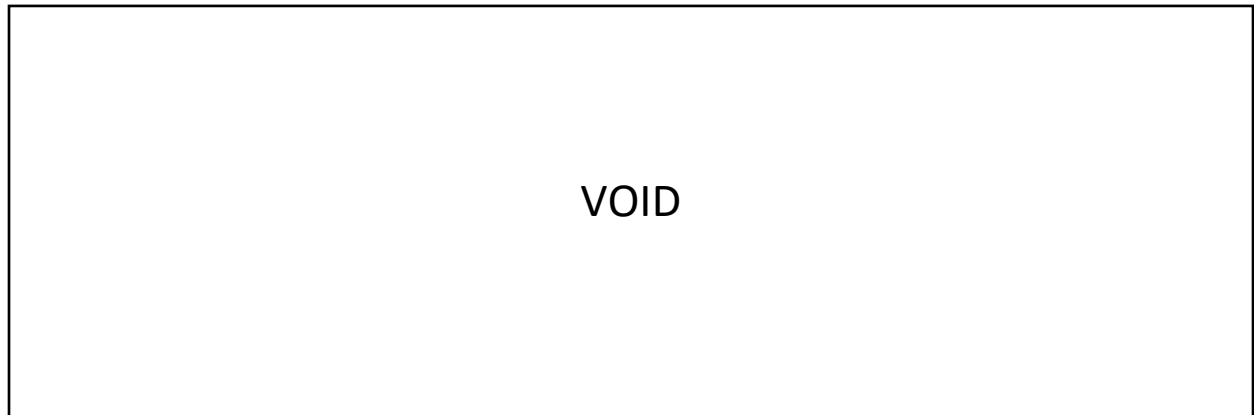
Signature _____ Date _____

Name: _____

Address: _____

Phone/Email: _____

(Attach a voided check below)





Automatic Payment/Withdrawal Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my automatic deduction updated with my new bank information. Please make the following updates. Thank you.

Name on Account _____
Identifying Number (if applicable) _____
Former Bank Name _____
Former ABA Routing # _____ Former Account # _____

Please switch my automatic deposit to the following account: Checking Savings

Bank of Commerce: Routing Number: 103112992 Account Number: _____

Effective: Immediately OR on the following date _____

I, _____, authorize your company to redirect debit entries to my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

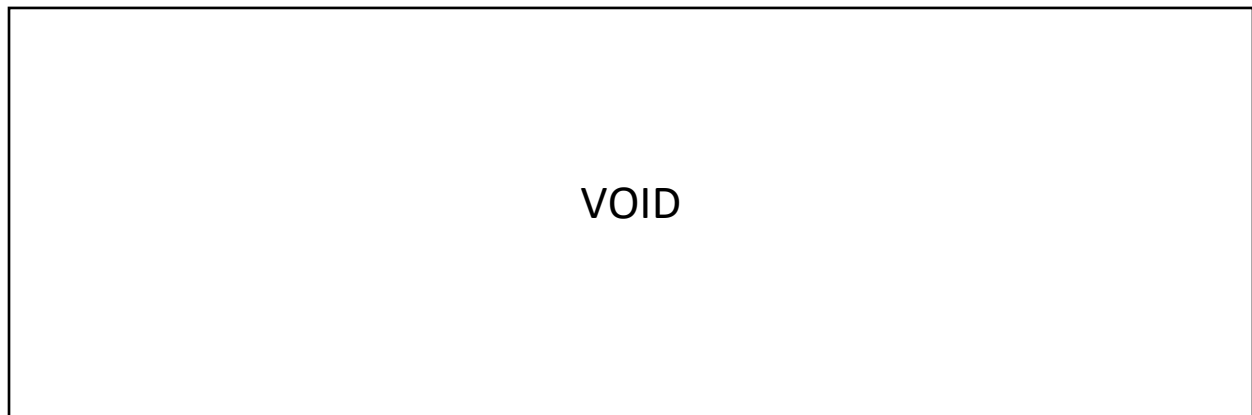
Signature _____ Date _____

Name: _____

Address: _____

Phone/Email: _____

(Attach a voided check below)





Account Closure Letter

Former Bank Name: _____

Address: _____

To Whom It May Concern:

This letter is to inform you that I am closing my account(s) at your financial institution. All automatic debits/credits are stopped and all transactions have cleared. Thank you.

Account 1

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Account 2

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Account 3

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Account 4

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Signature: _____	Date: _____
Printed Name: _____	
Mailing Address: _____	
City/State/Zip: _____	
Phone: _____	
Other Information: _____	



Congratulations! You have successfully transitioned to your new Bank of Commerce accounts. Remember, we are here to help, so please contact us anytime you have questions.

Welcome to Bank of Commerce! We are honored to be your bank!

Phone: 800-324-8003

Email: customerservice@bocok.com

Website: www.bocokonline.com

Visit any of our branch locations!

Duncan	1601 W Commerce, PO Box 70, Duncan, OK 73534	(580) 252-8070
Chickasha	2401 Ponderosa Dr, PO Box 2047, Chickasha, OK 73023	(405) 222-3700
Anadarko	110 W Oklahoma, PO Box 667, Anadarko, OK 73005	(405) 247-3311
Southside	701 W Petree, PO Box 667, Anadarko, OK 73005	(405) 247-7411
Carnegie	328 E 4th, PO Box 159, Carnegie, OK 73015	(580) 654-2444
Lawton	1311 NW Sheridan, PO Box 1257, Lawton, OK 73501	(580) 581-1926