


Welcome to

**Colorado
Community Bank**

"Community Banking at its Best!"

Thank you for choosing Colorado Community Bank!!! Attached you will find forms that will assist you in switching your accounts from your previous bank to Colorado Community Bank. Follow the simple steps listed below to help you in this process.

- Step 1: Open an account with Colorado Community Bank. This could be a checking, savings, or money market account.
- Step 2: Discontinue using the account at your previous bank. We recommend to leave it open until all of your checks have cleared and all auto debits and direct deposits are switched over.
- Step 3: Fill out the enclosed form to change your automatic withdrawal to CCB. This would be if you have auto payments come out of your account. Send the form to the company making withdrawals.
- Step 4: Fill out the enclosed form to change your direct deposit to CCB. This would be for the automatic deposits (social security, payroll, etc.) you have come into your account. Send the form to the company making deposits.
- Step 5: Close your previous bank's account after everything has cleared. You can use the attached form for that also!

You're done! At any time after you open your account with Colorado Community Bank you can go online to www.coloradocommunitybank.com and sign up for our online banking. Thank you for choosing Colorado Community Bank. Please contact any of our branches if you need assistance.

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Change your Automatic Withdrawal

Date: _____

Name of company making Auto Withdrawals:

Address: _____

City: _____ State: _____ Zip: _____

I have recently moved my banking to Colorado Community Bank. Please cancel the automatic withdrawal from the financial institution listed here:

Old Financial Institution: _____

Old Routing Number: _____

Account Number: _____

The withdrawal is for \$ _____ every _____

Please begin making withdrawals from my account at Colorado Community Bank:

ABA/Routing Number: 1 0 2 1 0 4 4 1 9

Account Number: _____

Please contact me with any questions at

(____) _____ - _____

Sincerely,

Signature

Date

Please attach a voided check to this form. You can get more copies from CCB or photocopy this one.



www.coloradocommunitybank.com



www.coloradocommunitybank.com



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Change your Direct Deposit

Date: _____

Name of company making Direct Deposits:

Address: _____

City: _____ State: _____ Zip: _____

I have recently moved my banking to Colorado Community Bank. Please cancel the automatic withdrawal from the financial institution listed here:

Old Financial Institution: _____

Old Routing Number: _____

Account Number: _____

Deposit begin date: _____

Please begin making deposits into my account at Colorado Community Bank:

ABA/Routing Number: 1 0 2 1 0 4 4 1 9

Account Number: _____

Please contact me with any questions at

(____) _____ - _____

Sincerely,

Signature

Date

Please attach a voided check to this form. You can get more copies from CCB or photocopy this one.



Close Existing Accounts

Date: _____
To: _____

Address: _____
City: _____ State: _____ Zip: _____

Please accept this letter as authorization to close the following accounts:

Account # _____ Type _____
Account # _____ Type _____
Account # _____ Type _____

Please forward the proceeds to my account at Colorado Community Bank:

Address: _____
City: _____ State: CO Zip: _____
ABA/Routing Number: 102104419
Account Number: _____

Please contact me with any questions at
(____) _____ - _____
Sincerely,

Signature Date

You can get more copies from CCB or photocopy this one.

Helpful Phone Numbers and Websites

Social Security Administration
www.ssa.gov 1-800-772-1213

Railroad Retirement Board
www.rrb.gov 1-877-772-5772

Department of Veterans Affairs
www.va.gov 1-800-827-1000

Colorado PERA
www.copera.org 1-800-759-7372



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