Payment Request Instructions

Automatic Payments

These are payments that are initiated by the merchant (ie: sewer bill, tax bill, etc). You have authorized this merchant to withdraw payment from your account.

After you have identified the Automatic Payments from your previous bank statements, use the Automatic Payment Request to notify the merchant of your new bank information and add the information to your Automatic Payment checklist.

Just a Reminder: Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your Crest Savings Bank account.

Online Banking Bill Payments

These are payments that you initiated through the online banking bill pay system (ie: car payment, cable bill, etc). You set up these payments as a one time or recurring bill through the online banking system.

After you've identified the Bill Payees from your previous bank statements, add the information to your Bill Payment checklist and a customer service rep will help you set them up on your new account.

Possible Payments to review:

Please list on corresponding checklist (Automatic or Bill Pay)

- ♦ Electric Company
- ♦ Gas Company
- ♦ Water Company
- ♦ Telephone
- ♦ Cellular Phone
- ♦ Cable Service
- ♦ Mortgage or Rent Payment
- ♦ Car Loan or Lease
- Credit Card ______
- ♦ Credit Card _____

- ♦ Other Loans _____
- Output: Store Card ______
- ♦ Home/Rental Insurance
- ♦ Automobile Insurance
- ♦ Life/Health Insurance
- ♦ Auto Club (AAA)
- ♦ Health Club
- ♦ Charitable Donations
- ♦ Other _____



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Change Automatic Withdrawal

Date		
Name of Company that Makes Automatic Withdrawal		
Street Address		
City, State, Zip		
To Whom It May Concern:		
You are currently withdrawing \$(account or other identify		
Old Bank:		
Old Bank Routing Number: Old Account Number:		
Please stop making withdrawals from that account a	and instead make them from:	
Financial Institution Name: Crest Savings I	Bank	
Bank Routing Number: 231271501		
Account Number:		
If you have any questions about this request, please (phone number).	e contact me during the DAY/EV	ENING (circle one) at
Thank you.		
Sincerely,		
Signature		
Name (please print)		
Street Address		
City, State, Zip		

Other Information your Employer May Need (SSN, Employee ID#)

Automatic Payments Transfer Checklist

This will keep track of automatic payments you have authorized third parties to make from your new Crest Savings Bank account, in one convenient place that you can refer at any time. Please send the Change Automatic Withdrawal form to third party.

Payment Account Name	Payee Account Number	Payment Withdraw/ Send Date	Payment Due Date	Payment Amount	Request Sent	Complete



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Bill Pay Checklist

This will keep track of bill pay recipients you have authorized to set up in online banking from your new Crest Savings Bank account, in one convenient place that you can refer at any time.

Payment Account Name	Payee Account Number	Payment Withdraw/ Send Date	Payment Amount	Payment Due Date	Payee Set Up	Processed



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