

CVNB Switch Kit



Welcome to Cumberland Valley National Bank!

Thank you for selecting CVNB as your banking partner. We are delighted to have you as a valued customer and are committed to meeting your needs and exceeding your expectations.

At CVNB, we strive to make banking effortless and straightforward for our clients. We understand that your time is precious, and we aim to provide you with the right financial products and services that are supported by innovative tools and superior customer support.

To begin this exciting journey, we encourage you to take the first step and switch your accounts to CVNB with our simple and user-friendly kit, which will make the transition seamless and hassle-free. We look forward to serving you and ensuring that your banking experience with us is exceptional!

Your Switch Kit includes:

- Switching To-Do List
- New Account Information Form
- Switching Forms
 - Payroll Direct Deposit Form
 - Automatic Deposit Authorization Form
 - Automatic Debit Change Form
 - Account Closing Request Form



800.999.3126 | [CVNB.COM](https://www.cvnb.com)



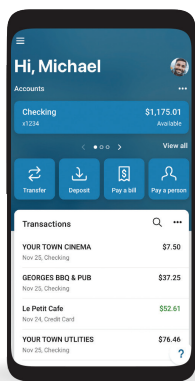
Let's Get Started!

Switching bank accounts just got easier with CVNB Switch Kit! To get started, follow these simple steps:

- Complete the New Account Information Form and drop it off at one of our CVNB branch locations.
- Once your new account has been opened, you can start transferring any direct deposit or payments from your old bank account using the forms provided for you in this packet.
- Close your old account. Once you are certain all items have cleared and automatic transactions switched, you should close your old checking account. We've included an Account Closing Request Form in this kit for your convenience.

Tip Complete within 30 days to minimize interruptions.

- Sign up for Online Banking. Go to cvnb.com/enroll to start the enrollment process. You will need your account number to complete the enrollment process.



Download the CVNB Mobile Banking app on the App Store® or Google Play™ today! Search for **CVNB Mobile Banking** and download the app to experience the mobile app*.



*You'll need to have an iPhone® with iOS 15.0 or higher or Android™ 8.0 or higher.

Contact us at 800.999.3126 if you have questions. Your success is important to us!



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Switching To-Do Checklist

Make the process of switching your account hassle-free with our convenient Direct Deposit and Payment Checklist. This checklist is designed to simplify the task of identifying and transferring all of your payments and deposits to your new CVNB account.

Direct Deposit

- Payroll Direct Deposit
- Retirement/Pension Plans
- Government Deposits
- Other Deposits

Complete Last

- Verify all old checks cleared
- Close old accounts
- Destroy old checks and debit cards

Payments

- Electric
- Gas
- Water
- Cable
- Phone
- Mortgage Payments
- Loans
- Credit Card
- Insurance (Car/Home)
- Membership Dues
- Other

Tip

Shred or destroy your remaining unused checks, deposit slips, and debit cards. This will help prevent the accidental use of your old account.

To update your direct deposit account number with a US Government agency, you may call, visit a local office or log in to your online account with the agency.

Federal Employee: 888.767.6738

Military: 800.321.1080

Railroad: 877.772.5772

Social Security: 800.772.1213

Veterans Affairs: 800.827.1000



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New Account Information Form

Please complete the information below and kindly remember to bring your Driver's License or government-issued photo identification when you visit CVNB.

Individual Applicant Information

Full Name		
Address		
City	State	Zip
Social Security Number	Date of Birth	Mother's Maiden Name
Home Telephone Number	Work Phone Number	Cell Phone Number
Employer		
Email Address		
Driver's License Number		
State of Issuance	Issue Date	Expiration Date

Joint Applicant Information

Full Name		
Address		
City	State	Zip
Social Security Number	Date of Birth	Mother's Maiden Name
Home Telephone Number	Work Phone Number	Cell Phone Number
Employer		
Email Address		
Driver's License Number		
State of Issuance	Issue Date	Expiration Date



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Payroll Direct Deposit Change Form

To update your direct deposit information with your employer, please fill out the form provided and include a voided check from your new CVNB account. Once you have completed the form, please submit it to your employer's Human Resources or Payroll Department. Your employer may require additional information or specific forms to process the change.

Employer

Please change the account used for my Direct Deposit, effective immediately, so that my electronic deposit(s) are now credited to my CVNB account.

Primary Account

Full Name

Social Security Number

Employer ID Number

Phone Number

Address

City

State

Zip

Account Type Checking

Savings

Bank Name

Cumberland Valley National Bank

Account Number

Routing Number

042104825

Secondary Account

Account Type Checking

Savings

Bank Name

Cumberland Valley National Bank

Account Number

Routing Number

042104825

Amount

\$

I hereby authorize the above employer to deposit my paychecks directly to my CVNB account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature

Date



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Automatic Deposit Authorization Form

To update your direct deposit information with any relevant companies, please complete the form provided and attach a voided check from your new CVNB account. Once you have completed the form, please submit it to the relevant direct deposit companies. Other companies may require additional information or specific forms to process the change.

Company / Payer		
Address		
City	State	Zip

Please change the account used for my Direct Deposit, effective immediately, so that my electronic deposit(s) are now credited to my CVNB account.

Full Name		
Social Security Number	Customer ID Number	Phone Number
Address		
City	State	Zip

Account Type Checking
 Savings

Bank Name Cumberland Valley National Bank	Account Number	Routing Number 042104825
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I hereby authorize the above company/payer to deposit directly to my CVNB account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature	Date
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Automatic Debit Change Form

To update your automatic payment information, please fill out the provided form and send it directly to each company or organization where you have automatic payments set up. Other companies may require additional information or specific forms to process the change.

Company / Payee		
Address		
City	State	Zip

Please change the account used for my Direct Payment, effective immediately, so that my electronic payment(s) are now deducted from my CVNB account.

Full Name		
Social Security Number	Customer ID Number	Phone Number
Address		
City	State	Zip

Account Type Checking
 Savings

Bank Name Cumberland Valley National Bank	Account Number	Routing Number 042104825
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I hereby authorize the above company/payee to deduct payments directly from my CVNB account indicated above and to make any necessary adjustments for any debit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature	Date
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Account Closing Request Form - Written Notice

To	From
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Re: Request to Close Account(s)

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All my transactions have cleared, and I have stopped all automatic debits and credits to my account.

Please close the following account(s):

Account Number	Account Type	<input type="checkbox"/> Checking
		<input type="checkbox"/> Savings

Please forward all remaining funds on deposit to: Cumberland Valley National Bank
P.O. Box 709
London, KY 40743

Please advise CVNB to deposit the funds to my account:

Account Number	Account Type	<input type="checkbox"/> Checking
		<input type="checkbox"/> Savings

Account Number	Account Type	<input type="checkbox"/> Checking
		<input type="checkbox"/> Savings

Please forward all remaining funds on deposit to: Cumberland Valley National Bank
P.O. Box 709
London, KY 40743

Please advise CVNB to deposit the funds to my account:

Account Number	Account Type	<input type="checkbox"/> Checking
		<input type="checkbox"/> Savings

If you have any questions regarding the closure of my accounts, please do not hesitate to reach out to me directly. Your prompt attention to this matter will be greatly appreciated.

Signature	Date
Phone Number	



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CVNB Locations

BEREA

235 Glades Road
Berea, KY 40403
859.985.1221

CORBIN

1200 Cumberland Falls Highway
Corbin, KY 40701
606.528.3120

1376 Master Street
Corbin, KY 40701
606.528.3120

LEXINGTON

1721 Nicholasville Road
Lexington, KY 40503
859.268.1189

900 Beasley Street, Suite 150
Lexington, KY 40509
859.268.1189

LONDON

100 South Main Street
London, KY 40741
606.878.7010

1755 North Main Street
London, KY 40741
606.878.7010

300 London Shopping Center
London, KY 40741
606.878.7010

410 South Laurel Road
London, KY 40744
606.878.7010

1112 Highway 490
East Bernstadt, KY 40729
606.878.7010

1851 West Highway 192 Bypass
London, KY 40741
Inside Walmart
606.878.7010

LOUISVILLE

13205 Magisterial Dr.
Louisville, KY 40223
502.755.2862

RICHMOND

505 Leighway Drive
Richmond, KY 40475
859.623.2243

2110 Lexington Road
Richmond, KY 40475
859.623.2243

SOMEREST

1520 South Highway 27
Somerset, KY 42503
606.676.0784



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