

# Allied Bank Switch Kit

*A guide to shifting your Bank Account to Allied Bank*

At Allied Bank, we make it effortless to switch your bank account with the help of a Switch Kit that includes everything you need to make the change.

This switch kit contains:

- **Step by Step guide to switch your existing bank account to Allied Bank**
- **Change instructions for your Direct Deposit arrangements**
- **Account Closure Request Letter**

## STEP BY STEP GUIDE

We define the following 3 Easy Steps to switch your bank account to Allied Bank.

**1**

### **Discontinue using your existing bank account**

É In order to cover any outstanding cheques or payments, leave enough deposit in your existing bank account.

**2**

### **Change your Direct Deposit instructions**

É Using the enclosed template, inform your payroll department to deposit your monthly salary or any other due payments in your new account at Allied Bank.

**3**

### **Intimate your old bank to close your account**

É As soon as your outstanding payments/dues are cleared, ask your old financial institution to close your account. A template for account closure is enclosed in the kit.



## CHANGE INSTRUCTIONS FOR YOUR DIRECT DEPOSIT

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, Country

I have recently changed my bank account and would like to update my direct deposit instructions. Please update my record to make all of the direct deposit(s) into my new Allied Bank Account; details of which are provided below.

Personal  
Information

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Bank  
Information

Bank Name: **Allied Bank Limited**

Bank Account Number: <Branch Code><Account Number>

Deposit  
Information

Account Number: \_\_\_\_\_

Type of Account:                      Current                      Savings

Please start making deposits to my account effective:

Immediately                      on \_\_\_/\_\_\_/\_\_\_

Authorization

By signing below, I authorize to make direct deposits directly to my Allied Bank account indicated above.

For any clarifications, please contact me accordingly. Thank you for your prompt assistance in this matter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ACCOUNT CLOSURE REQUEST LETTER

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, Country

This notice serves as a request and authorization to close my account in your branch effective immediately.

Personal  
Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Account  
Information

Branch Name: \_\_\_\_\_

Bank Account Number: **<Branch Code><Account Number>**

Type of Account:           Current           Savings

For any clarifications, please contact me accordingly. Thank you for your prompt assistance in this matter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Fees may apply on this move. Please check with your bank