



CITIZENS BANK
SWAINSBORO • LAURENS COUNTY



Switch Kit

Changing banks can be a big decision and a real challenge. That's why we have designed this Switch Kit to guide you through each step of the move.

Use this kit to move your checking account, direct deposits, and automatic payments to the Citizens Bank of Swainsboro | Laurens Co. | Bulloch First.

Bank Routing Number: 061203558

Thank you for choosing the Citizens Bank of Swainsboro | Laurens Co. | Bulloch First! We appreciate your business and thank you for becoming a part of our Family of Banks!

Step 1 — Open Your New Account

Open your new account with the Citizens Bank of Swainsboro | Laurens Co. | Bulloch First.

You will need:

- Government Issued ID
- Social Security Number
- Initial deposit
- Contact information

Step 2 — Move Direct Deposits

This is one of the most important aspects of making a smooth switch!

Provide the attached form to your employer, payroll provider, or benefits office.

Step 3 — Move Automatic Payments

Use the attached form for utilities, subscriptions, insurance, loans, streaming services, and other ACH withdrawals.

Step 4 — Checklist for Automatic Transactions

Transaction Type	Company Name:	Account Number:	Updated?
Payroll Deposit	_____	_____	
Social Security	_____	_____	
Mortgage/Rent	_____	_____	
Insurance	_____	_____	
Credit Cards	_____	_____	
Streaming Services	_____	_____	
Loan Payments	_____	_____	
Retirement/Pension Plan	_____	_____	
Tax Refunds	_____	_____	
Federal Salary/ Military Pay	_____	_____	
VA Compensation or Pension	_____	_____	
Supplemental Security Income	_____	_____	
Electric Company	_____	_____	
Gas Company	_____	_____	
Water Company	_____	_____	
Telephone	_____	_____	
Cable Service	_____	_____	
Mortgage or Rent Payment	_____	_____	
Car Payment	_____	_____	
Credit Card Payment	_____	_____	
Homeowners Insurance	_____	_____	
Auto Insurance	_____	_____	

To help with this process, we suggest reviewing the last 60 days of bank statements. If needed, our customer service team will be happy to assist with your review.

Step 5 — Close Your Old Account

Wait until:

- All checks clear
- Direct deposits begin posting correctly to your new account
- Automatic payments successfully transfer

Then submit the attached request to your previous bank.

Direct Deposit Authorization Form

Name: _____

Company Name: _____

Phone Number: _____

I authorize the following account change for my direct deposit:

Financial Institution Information

Bank Name: Citizens Bank of Swainsboro | Laurens Co. | Bulloch First

Account Number: _____

Account Type: Checking Savings

Routing Number: 061203558

Action Requested

- Start Direct Deposit
- Change Existing Direct Deposit

Effective Date: _____

Signature: _____

Date: _____

Automatic Payment Change Form

Company Name: _____

Customer Account Number: _____

Please update my payment information to the following account:

Bank Name: Citizens Bank of Swainsboro | Laurens Co. | Bulloch First

Account Number: _____

Account Type: Checking Savings

Routing Number: 061203558

Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

Automatic Payment Change Form

Company Name: _____

Customer Account Number: _____

Please update my payment information to the following account:

Bank Name: Citizens Bank of Swainsboro | Laurens Co. | Bulloch First

Account Number: _____

Account Type: Checking Savings

Routing Number: 061203558

Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

Automatic Payment Change Form

Company Name: _____

Customer Account Number: _____

Please update my payment information to the following account:

Bank Name: Citizens Bank of Swainsboro | Laurens Co. | Bulloch First

Account Number: _____

Account Type: Checking Savings

Routing Number: 061203558

Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

Account Closure Request

Date: _____

To: _____

Please close the following account:

Account Number: _____

Please:

- Mail remaining balance to my address
- Transfer remaining balance to my new account

New Account Information

Bank Name: Citizens Bank of Swainsboro | Laurens Co. | Bulloch First

Account Number: _____

Routing Number: 061203558

Customer Name: _____

Signature: _____

Our Locations

Citizens Bank of Swainsboro

121 North Main Street
Swainsboro, GA 30401
Phone: (478) 237-7001
Fax: (478) 237-4949
Monday – Thursday: 8:30am – 4:00pm
Friday: 8:30 am – 5:00 pm
24 Hour ATM

Citizens Bank of Swainsboro (South Main)(Drive Thru Only)

571 South Main Street
Swainsboro, GA 30401
Phone: (478) 237-7001
Fax: (478) 237-4949
Monday – Friday: 9:00am – 5:00pm
Saturday: 9:00 am – 12:00 pm
24 Hour ATM – Deposits Accepted

Citizens Bank of Laurens County

1210 Hillcrest Parkway
Dublin, GA 31021
Phone: (478) 272-7775
Fax: (478) 272-4258
Monday – Friday: 9:00am – 5:00pm
Drive Thru: Monday – Friday 8:45am – 5:00pm
24 Hour ATM

Citizens Bank of Laurens County

Historic Henry Building Downtown
101 West Jackson Street, Suite B.
Dublin, GA 31021
Phone: (478) 272-7775
Fax: (478) 272-4258
Monday – Friday: 9:00am – 5:00pm
24 Hour ATM

Bulloch First

1101 Brampton Ave
Statesboro, GA 30458
Phone: (912) 623-2500
Fax: (912) 623-2504
Monday- Friday 9:00am - 5:00pm
Drive Thru- Monday- Friday 8:30am- 5:00pm
Drive Thru Only-Saturday: 9:00am – 12:00pm
24 Hour ATM

Banking Services

We are a full-service financial institution offering the following banking services:

- Safe Deposit Boxes
- Checking Accounts
- Competitive CD & Savings Accounts
- Individual Retirement Accounts
- Money Market Accounts
- Christmas Club Accounts
- Debit Cards
- 24 Hour ATM
- 24 Hour Telephone Banking Service
- Bill Pay Services
- Online Banking
- Mobile Banking
- E-Statements
- Cash Management
- Remote Deposit Capture
- Wires
- Lending Services
- Check Printing (In house)

Thank you for choosing Citizens Bank of Swainsboro | Laurens Co. | Bulloch First.
We look forward to serving you!