

# Switching to BMO

## is as simple as 1 – 2 – 3.



### STEP 1: Set up direct deposit

- Complete a Direct Deposit Transfer Form.
- Provide the form to your employer's Human Resources or payroll processing contact.
- You may be able to set up direct deposit via an online employee portal so make sure to ask your employer if this is an option.



### STEP 2: Transfer automatic payments (ACH transactions)

- Complete an Automatic Payment Change Form for each payee or biller.
- Provide a completed form to each payee or biller.



### STEP 3: Close your old account

- Make sure all outstanding checks and ATM/debit card transactions have cleared and direct deposits and automatic withdrawals are appearing on your BMO account statement.
- Complete an Account Closing Form and submit it to your former bank.

Visit [bmo.com/us/switch](https://bmo.com/us/switch) to download the necessary forms and make the switch!



# Direct Deposit Transfer Form

To:

Name

Company Name

Company Address

City, State, Zip Code

I would like to:  
using the information below.

**Establish Direct Deposit**

**Change my existing Direct Deposit**

Employee ID Number

Social Security Number

## Checking Account 1

Account Number

071025661

BMO Routing Number

Amount (in dollars or percentage of deposit)

## Checking Account 2 (optional)

Account Number

Amount (in dollars or percentage of deposit)

I hereby authorize \_\_\_\_\_ (employer/3rd party) to make these deposits directly to my BMO account(s) shown above and authorize BMO to accept these deposits.

Sincerely,

Customer Signature

Date

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code



# Automatic Payment Change Form

To Whom It May Concern,

I would like to **change accounts for automatic withdrawals**. Below is the date I would like to end payments from my former account and the information you will need to begin drawing money from my new BMO account.

Date to Discontinue Withdrawal

Company Making Withdrawal

Company Address

City, State, Zip Code

## My Former Bank Account

Bank Name

Bank Routing Number

Account Number

Checking

Savings

For (reason for payment)

On (date of month)

## My New BMO Account

071025661

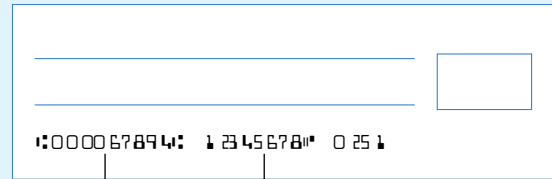
BMO Routing Number

BMO Account Number

Checking

Savings

### Locating your routing and account number on your check



Routing number

Checking account number

Sincerely,

Customer Signature

Date

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code



# Account Closing Form

To:

Name

Company Name

Company Address

City, State, Zip Code

I would like to **close my existing account(s)** using the information below.

## Checking Account Information

Checking Account Number

## Savings Account Information

Savings Account Number

All remaining balances should be sent to me at the address below.

Sincerely,

Customer Signature

Date

Co-signer Signature

Co-signer Name (printed)

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code



## Frequently Asked Questions



### How long until my automatic payments transition to my BMO account?

It depends on when your request is received by your service provider – most requests are typically processed within a few weeks.



### How will I know that my request has been received and processed?

Carefully monitor your accounts at your former bank and at BMO to ensure all requested automatic payments have successfully transferred. You should see the deposit or withdrawal appear on your BMO statement and disappear from your former bank's statement.



### What if a service provider attempts an automatic payment from my former bank account after I have already closed it?

Do not close your former account until you've confirmed that all automatic payments have successfully transferred to your new BMO account.



### How can I find the information I need to change a direct deposit/payment?

Contact your service provider directly if you need to collect or verify any information about your account.



### How do I change my Social Security direct deposit?

Please visit [www.godirect.gov](http://www.godirect.gov) to set up direct deposit for Social Security benefits.

