

Instructions & Checklists

Thank you for choosing Comerica Bank

We've made it easy for you to switch your accounts and let any organization know that you have a new bank. After opening your new Comerica Bank account, enroll in Comerica Web Banking® and Comerica Web Bill Pay® immediately to maximize the benefits of paying bills easily and accessing your new account. Download the form(s) you need to get started (see list of forms below).

GETTING READY

1. Organize your payment and deposit information using the **Automatic Deposit & Payments Checklist**. This form helps you keep track of all the information you need to switch automatic deposits and payments to your new Comerica Bank account.
2. Complete the **Comerica Web Bill Pay® – Worksheet**. This has been designed to help you set up your Web Bill Pay accounts and organize what you need to know.
3. Set up your Comerica Bank Web Bill Pay® at Comerica.com.

MAKING THE SWITCH

1. To transfer direct deposit to your new Comerica Bank account:
 - Complete, print and mail an **Automatic Deposit Transfer Letter** for each entry on your **Automatic Deposit & Payments Worksheet** (#1 above)
 - Or contact your Human Resource representative.
2. To transfer automatic payments from your former bank account to your new Comerica Bank account:
 - Complete, print and mail an **Automatic Payment Transfer Letter** for each entry on your **Automatic Deposit & Payments Worksheet** (#1 above)
3. Maintain sufficient funds in both your former bank account and your new Comerica Bank account to cover outstanding checks, automatic withdrawals and payments.
4. Once your last check, automatic withdrawal and automatic payment from your prior bank account has cleared:
 - Complete, print and mail an **Account Closing Agreement** to your former financial institution to close your former account.
 - Verify that your online bill pay has been closed by your previous financial institution.

These forms can be printed out as blank forms and completed by hand. You may also choose to enter information directly into the form from your PC, then print the form. All forms require Adobe® Reader® 5.0 or later.

PLANNING AHEAD

The time required to complete this process is dependent upon how long it takes to transfer deposits and payments from your former institution to Comerica Bank. The amount of time varies based upon transaction type. Please use the following as a guide for planning purposes:

Automatic Deposits

- Payroll 14-60 days
- Pension 60-90 days
- Social Security 30-60 days

Automatic Payments

- | | | | |
|---------------|------------|-------------|------------|
| • Automobile | 30-90 days | • Insurance | 30-60 days |
| • Cable | 45-60 days | • Mortgage | 30-45 days |
| • Health Club | 14-21 days | • Utilities | 30-60 days |

LIST OF COMMON AUTOMATIC DEPOSITS AND PAYMENTS

Listed below are typical merchants (payees) and other entities with whom you may have automatic deposits and/or payments established.

Automatic Deposits

- Government deposits (e.g. Social Security)
- Brokerage deposits (e.g., dividends, interest)
- Transfers from other bank accounts
- Child Support or other court-issued deposits

Automatic Payments

- | | |
|---|--|
| • Gas Company | • Internet Services |
| • Electric Company | • Insurance |
| • Local/long distance telephone service | • Brokerage – automatic investments |
| • Water Company | • Cell Phone |
| • Cable or satellite TV | • Child support or court-issued payments |
| • Mortgages | |

You're done! You may now begin to reap the benefits of your new Comerica account.



Comerica Bank

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Automatic Deposits Checklist

Use this page to keep track of all the information you need to switch automatic deposits to your new Comerica Bank Account.

APPLICANT INFORMATION	
Your Comerica Routing Number (9 digit No., lower left hand corner of your current check)	Your Comerica Account Number (second set of numbers - 10 digits - following your routing number)

AUTOMATIC DEPOSITS				
Company Name/Address/Phone	Employee Account Number/ Other ID	Date Letter Mailed	Estimated Switch Date	Switch complete (deposit moved to Comerica)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



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Automatic Payments Checklist

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Your Comerica Routing Number (9 digit No., lower left hand corner of your current check)

Your Comerica Account Number (second set of numbers - 10 digits - following your routing number)

AUTOMATIC PAYMENTS

Company Name/Address/Phone	Employee Account Number/ Other ID	Date Letter Mailed	Estimated Switch Date	Switch complete (payment moved to Comerica)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



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Comerica Web Bill Pay® Worksheet

Use this worksheet to help you set up your Web Bill Pay Accounts with your Comerica Bank checking account.

WEB BILL PAY PAYEE

Payee	Street Address	City/State/Zip
Contact Phone Number	Account Number/Payment Memo Reference	
Amount of Payment	Date of Next Payment	Payment Type: <input type="checkbox"/> Recurring <input type="checkbox"/> One-Time
Number of Payments Remaining or End Date	Amount of Last Payment	

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Automatic Payment Transfer Letter

Date: _____

Merchant/Payee: _____

Street Address: _____

City/State/Zip: _____

RE:

Customer Name: _____

Merchant/Payee Account Number: _____

Customer Street Address: _____

Customer Phone Number: _____

Customer City/State/Zip: _____

Dear Sir or Madam:

Please consider this request, as indicated by my original signature, as formal authorization to deduct any recurring payment(s) to you from my new account with Comerica Bank listed below. Recurring payments from my former bank account should be discontinued.

Please make this change effective as of (Date): _____

New Comerica Bank Account Number: _____

New Comerica Bank Routing Number: _____

If the information contain in this letter is insufficient to make the changes requested, please send the appropriate form to the customer address above.

Thank you for your assistance.

Signature: _____

Date: _____

Automatic Deposit Transfer Letter

Date: _____ (mm/dd/yyyy)

Employer/Other: _____

Street Address: _____

City/State/Zip: _____

RE:

Name: _____ Phone Number: _____

Street Address: _____ City/State/Zip: _____

Employee/Other ID No.: _____

Dear Sir or Madam:

Please consider this request, as indicated by my original signature below, as formal authorization and order to make any recurring direct deposit(s) to my new account with Comerica Bank listed below. Direct deposits to my former bank account should be discontinued.

Please make this change effective as of (Date): _____ (mm/dd/yyyy)

New Comerica Bank Account Number: _____

New Comerica Bank Routing Number: _____

If the information contain in this letter is insufficient to make the changes requested, please send the appropriate form to the customer address above.

Thank you for your assistance.

Signature: _____ Date: _____

Account Closing Agreement

Dear Sir or Madam:

Please close my account effective as of (Date): _____ (mm/dd/yyyy)

Account Holder Name: _____

Joint Account Holder Name: _____

Account Number: _____ Type of Account: _____

Prepare a cashier's check for the balance of my account payable to:

Account Holder Name: _____

And mail the check to the following address:

Account Holder Street Address: _____

City/State/Zip: _____

If you have any questions, please contact me at: _____ (xxx-xxx-xxxx)

Thank you for your assistance.

Account Holder Signature: _____ Date: _____

Joint Account Holder Signature: _____ Date: _____

IMPORTANT:

I understand that I need to keep my old account open until all pending transactions have been completed, and all automatic deposits and withdrawals have been redirected.

Account Holder Signature: _____ Date: _____