

Switch Kit How-To Guide

Thank you for choosing Guaranty Bank. Please use the Quick Step Guide and Frequently Asked Questions section to help finalize your new account. Soon you'll be ready to take advantage of our great products and services like CLEAR Coverage, free Online Banking and more!

Quick Step Guide

The following steps have been created to help you transition your previous financial information and activity with ease.

1. Open a new Guaranty Bank account

Visit your local Guaranty Bank branch to open your account today. Make sure to write down your new routing and account number. These numbers are important and you'll need to know them at times when you'll want to access your account. See sample check:

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Routing #

Account #

Check #

2. Stop using your old account

You can begin using your new Guaranty Bank account right away, but make sure all outstanding checks and automatic payments and transfers have been cleared from your old account. Follow steps 3 and 4 to see how you can make the most of your Guaranty Bank account!

3. Transfer your automatic payments (ACH)

Payments such as utility bills, dues and merchant payments that are automatically debited from your account will need to be notified of your new Guaranty Bank account. Use the Automatic Payment Change form inside to help you communicate with those merchants.

4. Change your direct deposit

If you are currently receiving your paychecks or other government checks through direct deposit, make sure you notify them of your new Guaranty Bank account. If you do not have direct deposit, contact your employer right away to get started. Make sure to use our Direct Deposit form to help you make the switch!

5. Close your old account

Contact your former institution with our Request to Close Account form. We'll help you make sure you don't have any outstanding checks or payments, and that you take out your remaining balance.

Frequently Asked Questions

Not sure about something we've mentioned in our Switch Kit? Use this FAQs guide to help!

1. What is direct deposit?

Direct deposit is an automated method of payment that electronically credits your checking or savings account. Typically, direct deposits come from an employee receiving pay or a Social Security beneficiary receiving benefits.

2. How do I get direct deposit for my paychecks at work?

Contact your employer to see if they offer direct deposit as an option to receive your pay checks. Please note that not all places of employment offer direct deposit and may only distribute paper checks by mail or in person.

3. I prefer to use an electronic form of bill paying for my recurring payments, like my utility bills and gym membership. Is there a tool for me to set this up?

Yes. We offer Online Banking and Preferred BillPay, which will help you set up all of your bill payments in only minutes. Once you enroll in Preferred BillPay and enter all of your bills, we take care of paying them for you when you want them to be paid. It's the safest and easiest way to pay your bills!

4. What is an ACH payment?

An ACH payment stands for Automated Clearing House, which is a secure electronic network that connects U.S. financial institutions for the electronic transfer of money.

5. How do I use the Automatic Payment Change Form?

Use the form to set up an automatic payment for your monthly bills, like your utility bills or gym membership. Fill out all applicable fields on the form, and take it to or send it via mail to the merchant in which you'll be setting up the automatic payment, along with a voided check from your new Guaranty Bank account.

Stop by your local branch and speak with one of our friendly associates, call our INFO Line number at 1-800-235-INFO (4636) or visit us at www.guarantyonline.com from the comfort of your home or work place.

GuarantyBank

You're busy. Bank easy.

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