



Switch Kit

Switching to your new CIBC Chequing Account is simple, convenient and hassle-free. Right down to changing your regular deposits and pre-authorized payments.

With this CIBC Switch Kit, you have just one form to complete and send to each of your current billers and your employer. Plus, you'll have a checklist to keep track of your switch.



Here's how it works

Gather the following personal information:

- CIBC Chequing Account number
- Previous chequing account number
- Bill stubs for your current pre-authorized payments

Then print your CIBC Switch Kit and follow these simple steps:

Step 1:

Fill in your Checklist

- Ensure your account has sufficient funds to cover all remaining payments

Step 2:

Complete and send an Account Switch Form to each of your current billers

- Use this form to also switch your pay deposits with your employer



Step 1: Checklist



Ensure you have enough money in your existing account to cover any remaining payments. Check off each of your pre-authorized payments (listed below) once they are transferred to your new CIBC account. When your checklist is complete, you can close your previous account!

Pre-Authorized Payment	Account Number	Payment Amount	Contact Number	Date Called	Completed
Electricity		\$			<input type="checkbox"/>
Home Phone		\$			<input type="checkbox"/>
Mobile		\$			<input type="checkbox"/>
Internet		\$			<input type="checkbox"/>
Insurance • Home		\$			<input type="checkbox"/>
• Car		\$			<input type="checkbox"/>
• Other		\$			<input type="checkbox"/>
Mortgage		\$			<input type="checkbox"/>
Natural Gas		\$			<input type="checkbox"/>
Heating Oil		\$			<input type="checkbox"/>
RRSP Contributions		\$			<input type="checkbox"/>
Other Savings / Investing Contributions		\$			<input type="checkbox"/>
Car Loan		\$			<input type="checkbox"/>
Other Loan		\$			<input type="checkbox"/>
Charitable Contribution		\$			<input type="checkbox"/>
Other		\$			<input type="checkbox"/>
		\$			<input type="checkbox"/>
		\$			<input type="checkbox"/>
		\$			<input type="checkbox"/>
		\$			<input type="checkbox"/>
Total					

Retain this checklist for your records.



Step 2: Account Switch Form



Complete this form for each of your regular deposits and automatic payments. Mail your form, along with a voided CIBC cheque from your new account, to each of your billers. You may also use this form to move any automatic deposits such as a paycheque or pension plan.

Print and complete this form for each of your regular deposits and automatic payments.

To whom it may concern,

Please note the following change to my account information.

Depositor or Biller:

Name

Address

City, Province, Postal Code

Account Number of Bill or Direct Deposit
(if applicable)

Please Redirect My:

- Regular Deposits
- Automatic Payments

Effective:

- As soon as possible
- Beginning ___/___/___

Personal Information:

Name

Address

City, Province, Postal Code

My Account Information:

My New CIBC Account Number

Signature Date

Phone Number

This form may not be appropriate for all billers, please confirm the details required by each individual biller.

Please attach a VOID cheque from your new CIBC account here.