



# The Quick Switch Kit

It's easy to switch to Anderson State Bank.

We'll do the paperwork for you, or you can take this Kit and complete it on your own.

Just follow our





## 4 easy steps to a Quick Switch!





#### **Open your new Anderson State Bank Checking Account.**

Stop by Anderson State Bank with the following items. Remember, all new account holders must be present to open the new account.

- Current bank account information, including automatic payments and direct deposits
- A valid driver's license and second ID (example: social security card)
- An opening deposit of \$100 or more



#### Stop using your old bank account.

- Be sure to leave sufficient funds in your old account to cover any outstanding checks or automatic payments for at least 10 business days\*.
- Destroy any unused checks, deposit slips and ATM or debit cards from your old account, or bring them to Anderson State Bank and we'll shred them for you.





#### Transfer your direct deposits and automatic payments.

- Fill out the Direct Deposit and Automatic Payment Change Forms, first making as many copies of each form as you need. Use the convenient Quick Switch Checklist on the inside of this Kit to help you remember all direct deposits and automatic payments.
- Attach a voided check or deposit slip from your new Anderson State Bank Checking Account to each completed form.
- Send the completed forms to all appropriate recipients.



### Close your old bank account.

- Make sure all outstanding checks and automatic payments have cleared your old account, and all direct deposits have been transferred to your new Anderson State Bank Checking Account.
- Then close your old account by completing and mailing the Account Closure Form to your previous bank. If you have a remaining balance, they will send you a check.

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Use this Checklist to help you remember all direct deposits and automated payments that need to be transferred to Anderson State Bank. It may be helpful to first gather your last two months of financial statements for reference.

#### **Direct Deposit Change Form**

Make sure you list the correct name, address, account number and payee name for each direct depositor, which may include the following:

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Payroll Retirement Plans Investments
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For Social Security or Government depositors, ask one of our bankers for a Government Agency Direct Deposit Sign-Up Form.

#### **Automatic Payment Change Form**

Make sure you list the correct name, address, account number, payment amount and payment date for each payee, which may include the following:

- \_ Home Mortgage \_ Auto, Student, Home Equity and Other Loans
- \_ Health, Life and Car Insurance \_ Credit Cards \_ Utilities \_ Cable TV
- \_ Online Services \_ Telephone \_ Cell Phone \_ Club Memberships
- \_ Investments and Annuities \_ Charitable Donations

### **Locating Routing and Account Numbers**

Your former bank's routing number and your old account number will be needed to complete the change forms. The routing number is located at the bottom left hand corner of your old checks. The first set of nine numbers is the routing number. The account number is to the right of the routing number. It may be listed immediately after the routing number (as in the illustration below) or it may appear after the check number.



### **Direct Deposit Change Form**

Date					
Company Name					
Account Number (if applicable)					
Address					
Address					
City	State	Zip Code			
You are currently depositing my					
Into the following account:	List dep	List deposit type – Paycheck or other type of deposit			
Former Bank					
Routing Number					
Account Number					
Please start making this automatic de	eposit into my new account effort				
		Date			
Anderson State Bank					
New Bank					
071110262 New Routing Number					
N. A. IN. I					
New Account Number					
Please contact me at the following ph	none number if you have any c	questions:			
Phone	Day Eve	enina			
		9			
Sincerely,					
Signature					
Name (Please Print)					
Address					
Audiess					
City	State	Zip Code			



### **Automatic Payment Change Form**

Date			
Company Name			
Account Number (if applicable)			
Address			
City	State		Zip Code
You are currently withdrawing \$		from the following a	account:
Former Bank			
Routing Number			
Account Number			
ForPayment or reason		On	Date
Please stop making withdrawals from this account		Date	
and start making withdrawals from my new accord	unt listed belov	w on	Date
Anderson State Bank New Bank			
071110262 New Routing Number			
New Account Number			
Please contact me at the following phone number	er if you have a	any questions:	
Phone	Day	Evening	
Sincerely,			
Signature			
Name (Please Print)			
Address			
City	State		Zip Code



### **Account Closure Form**

Date						
Company Name						
Account Number (if applicable)						
Address						
City	State	Zip Code				
Please close the following account #		and send a check for				
the remaining balance to the address be	elow:					
Please contact me at the following phone	e number if you have any	questions:				
Phone	Day Ev	ening				
Sincerely,						
Signature	Co-	Co-Signer Signature				
Name (Please Print)	Co-	Co-Signer Name (Please Print)				
Address						
City	State	Zip Code				
	,					
Subscribed and sworn to me	of Month	Year				
	Notary Public*	(Seal)				
My commission ex	opires					
	Date					

<sup>\*</sup> A Notary Public would be happy to serve you at Anderson State Bank.

**SINCE** 



# Welcome to Anderson State Bank

We offer a full range of products and services, from Checking and Savings accounts to Investments and Loans.

Please let us know how we can help. Stop by, or give us a call today.

> 111 West Highway Oneida, Illinois

(309) 483-8011

On the web at www.AndersonStateBank.com



Our SHAZAMChek Debit Card lets you access your checking account without the hassle of writing a check! Make purchases wherever you see the MasterCard debit symbol. Use the SHAZAMChek Card to access your checking and savings accounts through any ATM – worldwide!