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**anderson state bank**

Good business – good friends –  
good for you.

# 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 Simple Steps!



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# 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.

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**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.





# Quick Switch Checklist



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:

- Payroll
- Retirement Plans
- Investments

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

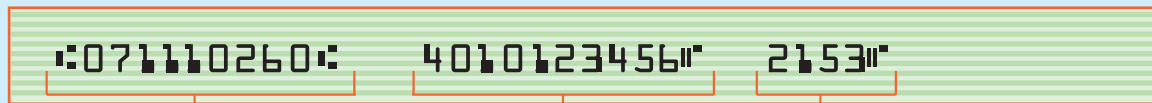
## Automatic Payment Change Form

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.



Routing Number

Account Number

Check Number

# Direct Deposit Change Form

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Account Number (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

You are currently depositing my \_\_\_\_\_  
List deposit type – Paycheck or other type of deposit

Into the following account:

Former Bank \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Please start making this automatic deposit into my new account effective \_\_\_\_\_  
Date

## Anderson State Bank

New Bank \_\_\_\_\_

**071110262**

New Routing Number \_\_\_\_\_

New Account Number \_\_\_\_\_

Please contact me at the following phone number if you have any questions:

Phone \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

Sincerely,

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

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 account:

Former Bank \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

For \_\_\_\_\_ On \_\_\_\_\_  
Payment or reason Date

Please stop making withdrawals from this account on \_\_\_\_\_  
Date

and start making withdrawals from my new account listed below on \_\_\_\_\_  
Date

## **Anderson State Bank**

New Bank

**071110262**

New Routing Number

New Account Number \_\_\_\_\_

Please contact me at the following phone number if you have any questions:

Phone \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

Sincerely,

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_



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# 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 below:

Please contact me at the following phone number if you have any questions:

Phone \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Co-Signer Signature

\_\_\_\_\_

Name (Please Print)

\_\_\_\_\_

Co-Signer Name (Please Print)

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

Subscribed and sworn to me \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

\_\_\_\_\_

Notary Public\*

(Seal)

My commission expires \_\_\_\_\_  
Date

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



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good for you.

# 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](http://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!



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