



Easy Switch Process

It's easy to make the switch to Farmers State Bank.

Our printable switch kit provides all the necessary forms required to open your new Farmers State Bank account and transfer your existing personal account (s), including automatic deposits/payments to Farmers State Bank.

Simply print and fill out the forms below and bring them in to a New Accounts Representative at your nearest Farmers State Bank branch. We'll take care of the rest!

Switch kit includes :

- **Customer Information Form** – have the Customer Information Form filled out when you come in to open your Farmers State Bank accounts.
- **Automatic Payment Checklist** – Items to be reviewed before closing your existing account
- **Direct deposit / Automatic payment authorization forms** – Use these forms to transfer direct deposit / automatic payments to your new Farmers State Bank account. If you have regular direct deposits to your account (paycheck, Social Security funds, etc.) or automatic withdrawals (car payment, insurance, etc.) you will want to notify the company or organization that generates those transactions of the recent change to your account.
- **Account closure letter** - Use this form to provide notice and authorization to your former bank to close your account(s) and issue a check for the remaining balance(s). Please allow time for any outstanding checks, final direct deposits and/or automatic withdrawals to clear, before you close your account.

Account Closure Checklist

Before closing your account, make sure the following have been completed:

- All checks have cleared your existing account
- All automatic withdrawals and deposits have been switched to your new Farmers State Bank account and have cleared your existing account
- Remaining checks, deposit slips, debit and ATM cards have been destroyed

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CUSTOMER INFORMATION FORM		
PRIMARY ACCOUNT HOLDER		
Name:		
Street Address:		
City:	State:	Zip:
Home Phone: - -	Work Phone: - -	Mobile Phone: - -
Driver's License #:	DL Expiration Date:	
Employer:	Position/Title:	
Email Address:		
JOINT ACCOUNT HOLDER (IF APPLICABLE)		
Name:		
Street Address:		
City:	State:	Zip:
Home Phone: - -	Work Phone: - -	Mobile Phone: - -
Driver's License #:	DL Expiration Date:	
Employer:	Position/Title:	
Email Address:		
ACCOUNTS AND SERVICES		
Accounts and Services that you currently use or are interested in:		
<input type="checkbox"/> Regular Checking Account	<input checked="" type="checkbox"/> FSB SHAZAMCHECK*	<input type="checkbox"/> Consumer Loan*
<input type="checkbox"/> Money Market	<input checked="" type="checkbox"/> Internet Banking	<input type="checkbox"/> Mortgage Loan*
<input type="checkbox"/> Savings Account	<input type="checkbox"/> Online Bill Pay	<input type="checkbox"/> Home Equity Loan*
<input type="checkbox"/> Individual Retirement Account	<input type="checkbox"/> Safe Deposit Box	<input type="checkbox"/> Other
<input type="checkbox"/> Certificate of Deposit		
*Pending approval		

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Easy Switch Account Opening Information

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Two pieces of identification are required at account opening. At least one form must be primary. Contact your local Farmers State Bank for questions on other forms of acceptable identification.

Primary Identification: Valid state Drivers License / ID card, Passport, Military ID

Secondary Identification: Credit / debit card, School ID, Work ID

Non US citizens must present two of the following: Passport, US taxpayer identification card, Alien Identification card, valid state driver's license or ID.

Finding Routing Number and Account Number on Your Check

The diagram shows a check with the following fields and labels:

- Your Name** and **Your Address** (top left)
- 1001** (top right)
- DATE** (middle right)
- PAY TO THE ORDER OF** (left side)
- \$** and **DOLLARS** (right side)
- Your Bank Name** (middle left)
- MEMO** (bottom left)
- ⑆ 123456789 ⑆ 0000987654321 ⑆ 1001** (bottom)

Labels below the check indicate the following numbers:

- 9 Digit Routing Number** (under 123456789)
- Your Account Number** (under 0000987654321)
- Check Number** (under 1001)

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Easy Switch Kit

Making the switch to Farmers State Bank as easy as possible

Use this form to gather all of your auto pay and deposit information in one place for easy reference.

Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Telephone				
Cell Phone				
Water				
Trash Removal				
Internet Provider				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Tuition/School Expense				
Other				

Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pensions(s)/Retirement Plans				
Social Security				
Investments Incomes				
Other				

Helpful Phone Numbers and Web sites

Social Security Administration	800-772-1213	www.ssa.gov
Office of Personnel Management	888-767-6738	www.opm.gov
Railroad Retirement Board	800-808-0772	www.rrb.gov
Department of Veterans Affairs	877-838-2778 or 800-827-1000	www.va.gov

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Easy Switch Direct Deposit Payroll

This form authorizes an employer to deposit payroll or other checks into your new Farmers State Bank account. Please complete one form for each automatic deposit you wish to change.

Employer Name

Employer Address

City/State/Zip

Employer ID Number

I have opened a new account at Farmers State Bank. Please direct my
 Existing Direct Deposit New Direct Deposit
to my new Farmers State Bank account.

Farmers State Bank Account Number Checking Savings

101202503

Farmers State Bank Routing Number

From:

Name

Address

City/State/Zip

Social Security Number

Phone Number

Signature

Date

*Attach a
Farmers State Bank
Voided Deposit Ticket
here*

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Easy Switch Automatic Payment

Utilize this form to notify a company of your request to redirect your automatic payment to your new Farmers State Bank account. Please complete one form for each automatic payment you want to change.

To:

Company / Organization Name

Company Address

City/State/Zip

Subject Account Number

To whom it may concern;

I have opened a new account at Farmers State Bank. Please redirect my automatic payment for the above account to my new Farmers State Bank account.

Farmers State Bank Account Number Checking Savings

101202503

Farmers State Bank Routing Number

From:

Name

Address

City/State/Zip

Social Security Number

Phone Number

Signature

Date

*Attach a
Farmers State Bank
Voided Check here*





Account Closure Request Form

To: _____
Financial Institution Name

Address

City, State, Zip

From: _____
Your Name

Your Address

City State Zip

To whom it may concern;

Please accept this letter as authorization to close the following account(s) with your financial institution.

Account # _____ Type _____

Account # _____ Type _____

Account # _____ Type _____

Please send any funds remaining to the address above. If you have any questions about this request, please contact me at the following number _____.

Signature Date

Printed name

Signature Date

Printed name

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