

# Account Switch Checklist

Here's how it works

You may check the boxes next to the items you've completed (if any), and then print out and keep this checklist handy. As you continue completing items, simply check off the boxes on your printed copy.

- Make sure all checks have cleared on your Checking account.
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn
- Double check maturity dates of accounts in order to avoid possible penalties
- Send notice to your direct deposit vendors (payroll, social security, CD interest payments, etc.) of the change in your relationship
- Send notice for your vendors who automatically take your payments from your Checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are closing the account\*
- Send notification of new account information to vendors with whom you want to continue to generate automatic withdrawals instead of paying by Bill Pay; or use this notification to start a new automatic payment with a vendor
- Send notice to the financial institution that you are closing the account

\*A form is available in this Switch Kit for switching purposes.

# Close Account

For whom it may concern

\_\_\_\_\_ Date

\_\_\_\_\_ Financial Institution Name

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

Please close my account \_\_\_\_\_ (account number), and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the DAY EVENING (circle one) at \_\_\_\_\_ Phone Number

Sincerely,

\_\_\_\_\_ Name (please print) \_\_\_\_\_ Signature

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip



# Change Your Automatic Withdrawal

For whom it may concern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company Making Automatic Withdrawal

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

You are currently withdrawing \$ \_\_\_\_\_ (amount)

for my \_\_\_\_\_ (what payment is for)

at \_\_\_\_\_ (account or other identifying number)

on \_\_\_\_\_ (recurring date)

from the following account:

\_\_\_\_\_  
Old Financial Institution

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

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

Please stop making deposits to that account and instead send them to:

Titonka Savings Bank  
Routing Number: 073918844

\_\_\_\_\_  
Checking Account

\_\_\_\_\_  
Savings Account

If you have any questions about this request, please contact me during the DAY EVENING (circle one)  
at \_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



# Change Payroll Direct Deposit

For whom it may concern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Depositor's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

You are currently depositing  MY ENTIRE PAYCHECK  PART OF MY PAYCHECK (circle one)  
to the following account:

\_\_\_\_\_  
Old Financial Institution

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

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

Please stop making deposits to that account and instead send them to:

Titonka Savings Bank  
Routing Number: 073918844

\_\_\_\_\_  
Checking Account

\_\_\_\_\_  
Savings Account

If you have any questions about this request, please contact me during the  DAY  EVENING (circle one)  
at \_\_\_\_\_  
Phone Number

Sincerely,

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



# New Account Information

Fill out form below

## Primary Applicant

Name

Address

Rent  Own

City

State

State

Home Phone

Cell Phone

Work Phone

E-mail

SSN

Date of Birth

Drivers License Number

State

Date of Issue

Expiration Date

Employer

Address

City

State

Zip

Signature

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.

