

*Are you ready
to switch
your accounts?*



SWITCH KIT

SWITCH YOUR ACCOUNTS
IN THREE EASY STEPS!

Switch Kit Instructions

STEP ONE: OPEN YOUR NEW ACCOUNTS WITH US

Your first step is to open your new FNB checking or savings account. Minimum deposits to open an account are \$100 for checking or \$50 for savings. See a new account representative to help you choose the account that best fits your needs.

STEP TWO: SWITCH YOUR AUTOMATIC TRANSACTIONS

The enclosed forms will help you contact the companies and financial institutions which handle your automatic deposits and withdrawals. We will be happy to help you with any of these forms. Use the checklist below to maintain a record of the companies you need to contact:

- Direct Deposit (Human Resources, Retirement, Pension, Social Security Medical Reimbursements, etc.)
- Automatic withdrawals (Mortgage payment, Insurance, Utility bills, Online Bill pay accounts, loan payments (personal, student & etc), gym memberships, charitable donations, cell phone payments & etc.)
- Review quarterly history from previous institution to ensure accuracy of all Direct Deposits and Automatic Withdrawals.

For quick reference of all transaction and contact information use the attached document!

STEP THREE: CLOSE ACCOUNTS WITH FORMER FINANCIAL INSTITUTION

Be sure to leave your old accounts active long enough to allow outstanding checks and automatic withdrawals to clear the account. Leave enough money in place to cover these transactions. This process may take several weeks. Once you are sure that the old accounts are inactive; simply write a check to us for the balance or you can ask your previous institution to send you the balance from that account. Then you can destroy your old checks, ATM/Debit cards and deposit slips.

YOU'RE DONE!!!

WELCOME TO FIRST NATIONAL BANK OF WATERLOO. WE HOPE YOU WILL TAKE ADVANTAGE OF ALL OF OUR GREAT PRODUCTS AND SERVICES. DO NOT HESITATE TO LET US KNOW IF WE CAN HELP IN ANY WAY.



Redirecting Your Direct Deposit

Please redirect my Direct Deposit to First National Bank of Waterloo.

Name _____

Address _____

City _____ State _____ Zip _____

Social Security # _____ Telephone # _____

Company Name _____

Please change my direct deposit to:
First National Bank of Waterloo
228 South Main Street PO Box 507
Waterloo, IL 62298

First National Bank of Waterloo

Checking Account # _____

Fixed Amount \$ _____

Savings Account # _____

Fixed Amount \$ _____

Routing # 081017478

I authorize this change in my Direct Deposit.

Signature

Date

Signature

Date

Please send this to your current Direct Deposit processor.

First National Bank of Waterloo
www.fnwaterloo.com



Redirecting Your Automatic Payment

I am writing to inform you of a change in my automatic payment.

Name _____

Address _____

City _____ State _____ Zip _____

Social Security # _____ Telephone # _____

E-mail _____

Company Name _____ Customer Account # _____

Currently you are paid automatically from my bank account at _____
Account # _____. I would like to cancel these withdrawals.

Please debit future automatic payments from my account at First National Bank of Waterloo.
First National Bank of Waterloo Account # _____
First National Bank of Waterloo Routing # 081017478

Amount of payment \$ _____

Date of payment _____

First National Bank of Waterloo
228 South Main Street PO Box 507
Waterloo, IL 62298

I authorize the change in my automatic payment.

Signature

Date

Signature

Date

Please send this to the company that receives your automatic payment.

First National Bank of Waterloo
www.fnwaterloo.com

Company Name

Telephone Number

Account Number

Amount of Transaction

Contact Person

Date to be completed

Company Name

Telephone Number

Account Number

Amount of Transaction

Contact Person

Date to be completed

Company Name

Telephone Number

Account Number

Amount of Transaction

Contact Person

Date to be completed

Company Name

Telephone Number

Account Number

Amount of Transaction

Contact Person

Date to be completed



Closing Your Old Accounts

Please close my account with you.

Name _____

Address _____

City _____ State _____ Zip _____

Social Security # _____ Telephone # _____

E-mail _____

Please close this account: Checking Savings

Financial Institution _____

Account # _____

- Please mail the balance of my account to my home address shown above.
- Send the balance of my account to be deposited at First National Bank of Waterloo (See address below).

First National Bank of Waterloo Account # _____
First National Bank of Waterloo Routing # 081017478

First National Bank of Waterloo
228 S. Main Street PO Box 507
Waterloo, IL. 62298

I authorize the closing of this account.

Signature

Date

Signature

Date

Please send this to your previous financial institution.

First National Bank of Waterloo
www.fnbwaterloo.com