

# PERSONAL SWITCH KIT



**MAKE THE SWITCH TO BETTER BANKING IN  
JUST 5 EASY STEPS!**

## **Step 1:** Open a Farmers State Bank Checking Account!

- Our knowledgeable Personal Bankers will help you determine what account best suits your needs.

## **Step 2:** Stop using your previous checking account.

- Make sure you allow time for any outstanding checks and debit card purchases to clear your account.
- Bring your old checks, deposit slips, ATM or debit cards to us, and we will shred them for you to ensure privacy.

## **Step 3:** Move your direct deposits to Farmers State Bank.

- Use the **Direct Deposit Change Request Form** for each deposit that will go into your new account to make this process effortless.
  - ✓ Please attach a voided check from your new Farmers State Bank account.
  - ✓ Companies you may need to notify about changing Direct Deposit include:
    - Your employer's human resources department
    - The company handling your retirement or pension payments
    - Social Security Administration\*\*

\*\*For social security direct deposits changes call: **Social Security Administration at 1-800-772-1213.**

## **Step 4:** Transfer any automatic payments to Farmers State Bank.

- Use the **Automatic Payment Change Request Form** to send to each vendor that you make an automatic payment to.
  - ✓ Print one form for each company that makes automatic withdrawals from your account, including automatic payments made by debit cards.
  - ✓ Companies you may need to notify about changing Automatic Payments include:
    - Mortgage Company       Utility Company       Health Club Membership
    - Insurance Company       Phone/Cable/Internet Company       Car Loan Payment
- **We also offer other effortless ways to pay bills with our free Online Banking, Mobile Banking, Bill Pay and Popmoney person to person payments.**

## **Step 5:** Close your previous Checking account.

- Our account closing request form makes this process hassle-free.
  - ✓ Remember to destroy old checks and old ATM and debit cards or bring them in to us and we will shred them for you.

***If you have any questions about using these forms, please call one of our friendly Personal Bankers and we will be happy to help you in any way we can!***

181 Main St • PO Box 245 • West Concord, MN 55985 • PHONE: (507)527-2236 • FAX: (507)527-2164  
37470 1<sup>st</sup> Avenue Ct. • PO Box 27 • Dennison, MN 55018 • PHONE: (507)645-5929 • FAX: (507)645-4543

**Member  
FDIC**

# SWITCH KIT ORGANIZER



**FARMERS STATE BANK**  
West Concord - Dennison

Use this organizer to keep track of all of the information you need to switch (deposits and/or automatic payments) to your new Farmers State Bank account.

Your Farmers State Bank Account Number	
Your Farmers State Bank Routing Number	091915133

Need Help? Call us at (507)527-2236 for West Concord or (507)645-5929 for Dennison if you have any questions.

	Company Name and Address	Date Letter Mailed	Estimated Switch Date	Complete?
<b>Direct Deposit:</b>	1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Automatic Payments:</b>	1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Close Old Account:</b>  Make sure all outstanding checks have cleared before closing your account	<b>Outstanding Checks Payable to:</b>	<b>Outstanding Check Number</b>	<b>Outstanding Check Amount</b>	<b>Date Cleared Account</b>

# DIRECT DEPOSIT CHANGE REQUEST FORM



**FARMERS STATE BANK**  
West Concord - Dennison

DATE \_\_\_\_\_

COMPANY NAME (making the direct deposit) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

## To Whom This May Concern:

### Please discontinue my direct deposit from:

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

Former Bank Routing Number: \_\_\_\_\_

Former Account Number: \_\_\_\_\_

### Please begin making deposits to my new account at:

#### Farmers State Bank

Bank Routing Number: **091915133**

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

Bank Phone (circle one):    **West Concord: (507)527-2236**                      **Dennison: (507)645-5929**

If you have any questions about this request, please don't hesitate to call. Thank you.

Phone \_\_\_\_\_ Day/Evening (circle one)

Sincerely,

SIGNATURE \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

# AUTOMATIC PAYMENT CHANGE REQUEST FORM



**FARMERS STATE BANK**  
West Concord - Dennison

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

## To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ on \_\_\_\_\_  
DATE OF MONTH

For \_\_\_\_\_  
PAYMENT OR REASON

## Please change my automatic payment from:

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

Former Bank Routing Number: \_\_\_\_\_

Former Account Number: \_\_\_\_\_

Please stop making withdrawals from this account on \_\_\_\_\_, and  
DATE

## Please begin making withdrawals from my new account at:

### Farmers State Bank

Bank Routing Number: **091915133**

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

Bank Phone (circle one): **West Concord: (507)527-2236** **Dennison: (507)645-5929**

If you have any questions about this request, please don't hesitate to call. Thank you.

Phone \_\_\_\_\_ Day/Evening (circle one)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

# ACCOUNT CLOSING REQUEST FORM



**FARMERS STATE BANK**  
West Concord - Dennison

DATE \_\_\_\_\_

CURRENT BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**PLEASE CLOSE THE FOLLOWING ACCOUNT(S) WITH YOUR INSTITUTION effective as of \_\_\_\_\_ .**

Account Number \_\_\_\_\_ Type of Account \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account \_\_\_\_\_

**Please sent a check for the remaining balance plus accrued interest to (check one):**

West Concord Office

Dennison Office

Farmers State Bank  
Attn: Customer Service FBO \_\_\_\_\_  
PO Box 245  
West Concord, MN 55985

Farmers State Bank  
Attn: Customer Service FBO \_\_\_\_\_  
PO Box 27  
Dennison, MN 55018

If you have any questions about this request, please contact me at the following number:

Phone \_\_\_\_\_ Day/Evening (circle one)

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
CO-SIGNER SIGNATURE

\_\_\_\_\_  
CO-SIGNER NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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