MAKE THE SWITCH.
IT'S EASY!

Switching banks takes some work,
but we can help make the process easier.

1. **STOP USING YOUR OLD ACCOUNT(S)**
   Allow outstanding payments and checks to clear the old account(s).

2. **GET ORGANIZED**
   Start with your last account statement and make a list of recurring automatic payments and deposits associated with your old account using the worksheet on the next page.

3. **SET UP OR SWITCH YOUR DIRECT DEPOSIT(S)**
   Use the routing number and account number provided at account opening to set up or switch your direct deposit(s). Send it to your employer and any other direct deposit resources. You may be able to set up direct deposit via an online employee portal, so be sure to ask your employer if this is an option.

   For Social Security deposits, a First Bank & Trust representative can assist you.

4. **SET UP OR SWITCH YOUR AUTOMATIC PAYMENTS**
   Use the routing number and account number provided at account opening to establish new automatic payments on accounts such as utilities, cable/Internet, and online subscriptions. Many companies offer an option to change your automatic transfer information by logging in to your account on their website.

5. **CLOSE YOUR OLD ACCOUNT(S)**
   Connect with a banker or stop in to one of our locations. They can help you prepare a letter to close your account(s) with an old bank. The letter should be sent to your old financial institution to request that your old account(s) be closed and to give directions about how to disburse any remaining funds. Prior to account(s) closing, check if there are any fees associated with the closing.

   Make sure ALL transactions – checks, deposits, automatic payments, debit card transactions, and ATM withdrawals – have cleared before closing the old account(s).

First Bank & Trust

Member FDIC

WWW.BANKEASY.COM 800.843.1552

YOUR SWITCH KIT WORKSHEET

Deposits	Company Name	Account Number
Payroll		
Payroll		
Pension		
Social Security		
Other		
Other		
Automatic Payments	**Company Name**	**Account Number**
Mortgage/Rent		
Car		
Car		
Insurance		
Insurance		
Cell Phone		
Electricity		
Gas		
Water		
Garbage		
Lawn Service		
Cable/Satellite		
Internet		
Online Subscriptions		
Online Subscriptions		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		