

# Switch Kit

Making the switch is easy!



# BankFirst

NATIONAL

For Better Banking, Think First.

[www.BankFirstNational.com](http://www.BankFirstNational.com)

# Make the switch to Bank First National in just **four** easy steps!

We want to make your move to Bank First National as easy as possible. That's why we created this Switch Kit with everything you'll need to close your existing accounts and transfer your automatic deposits and withdrawals. You won't even need to visit your old financial institution!

## 1 Open your Bank First National account.

We offer a number of account choices to meet your needs. Complete the account opening form included in this packet and bring it to your nearest Bank First National location. After your new account is open, stop using your old account. Use this time to destroy any unused checks, ATM and debit cards, and deposit slips.

## 2 Change your direct deposits.

Direct Deposit simplifies everything! Use the attached form to give to your employer or other payment source so your funds can be automatically deposited into your new account.

## 3 Change your automatic payments.

Use the enclosed forms to change all automatic withdrawals or automated payment services. Don't forget about those that use your old debit card number, such as automatic payments online.

## 4 Close your old accounts.

We can help you fill in the blanks on this form and then you just sign it. This form will notify your old financial institution about the accounts you are closing and gives directions for disbursement of any remaining funds in those accounts. You will need to know your old account numbers in order to close these accounts.

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### Routing numbers and account numbers.

How to locate them.



# Step 1 - Open new account.

## I'd like to open...

- Personal Checking Account
- Business Checking Account
- Individual Retirement Account (IRA)

- Statement Savings Account
- Certificate of Deposit (CD)

### Individual Account

\_\_\_\_\_  
First Name      Middle      Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Home Phone      Cell Phone

\_\_\_\_\_  
Email Address

### Primary Account Holder Information

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number      State

\_\_\_\_\_  
Issue Date      Expiration Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

### Joint Account

\_\_\_\_\_  
First Name      Middle      Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Home Phone      Cell Phone

\_\_\_\_\_  
Email Address

### Joint Account Holder Information

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number      State

\_\_\_\_\_  
Issue Date      Expiration Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

Please note that Primary and Joint account holders will need to sign an official account form in person before an account can be opened.

# Step 2 - Change direct deposits.

Complete this form and submit it to any company or organization who is automatically depositing funds to your existing checking account (payroll, pension, or dividends).

**To:** Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## To Whom It May Concern:

**I've recently changed my banking relationship to Bank First National. Please redirect my direct deposit into my new account, as follows:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

New Bank Name: **Bank First National**

New Bank Routing Number: **075901134**

New Bank Account Number: \_\_\_\_\_

Account Type:  Checking  Savings  Loan Payment

**I hereby authorize to have my direct deposit switched to my account with Bank First National.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For **Social Security Direct Deposits**, we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or signing up online at [www.ssa.gov/deposit/](http://www.ssa.gov/deposit/).

# Step 3 - Change automatic payments.

Complete this form and submit it to any company or organization who is automatically withdrawing payments from your existing checking account.

**To:** Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Account/Policy #: \_\_\_\_\_

My current payment amount is: \$ \_\_\_\_\_

I am currently paying the Total Amount Due

## To Whom It May Concern:

**Effective \_\_\_\_/\_\_\_\_/\_\_\_\_, I hereby authorize to change my automatic payments to the company listed below to come from my account at Bank First National.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**Please redirect my automatic payment to come from my new account:**

New Bank Routing Number: **075901134** \_\_\_\_\_

New Bank Account Number: \_\_\_\_\_

Account Type:  Checking  Savings \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Step 4 - Close old accounts.

Complete this form and submit it to your previous financial institution. Make sure all checks have cleared.  
Note: IRA (Individual Retirement Accounts) require additional paperwork for tax purposes.

**To:**

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**From:**

Primary Account Holder: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Secondary Account Holder: \_\_\_\_\_

**This letter serves as an authorization to close the following accounts with your institution:**

Account # \_\_\_\_\_ Account Type: \_\_\_\_\_

Account # \_\_\_\_\_ Account Type: \_\_\_\_\_

Account # \_\_\_\_\_ Account Type: \_\_\_\_\_

**Send a check for the remaining balance, together with all accrued interest or dividends, to:**

**Bank First National** F/B/O \_\_\_\_\_

Attention: \_\_\_\_\_

P.O. Box 10, Manitowoc, WI 54221-0010

Bank Routing #: **075901134**

New Customer Account #: \_\_\_\_\_

Primary Account Holder Signature: \_\_\_\_\_

Secondary Account Holder Signature: \_\_\_\_\_

**Myself** Address for check: \_\_\_\_\_

Date: \_\_\_\_\_