

Switch Kit

We want to make your move to Petefish, Skiles & Co. Bank as easy as possible. That's why we created this Switch Kit. Enclosed is everything you will need to close out your existing accounts and transfer your automatic deposits and withdrawals to your new account with Petefish, Skiles & Co. Bank!

- 1. Thank you for your business.**
Now that 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.**
Used 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 all you have to do is 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.

Change Direct Deposit.

Complete and submit this form along with a voided deposit ticket from your new account, to any company or organization who is automatically depositing funds into your existing checking account (payroll, pension, investments, etc.)

To: Company Name _____

Address _____

City, State, Zip _____

To Whom It May Concern:

I've recently changed my banking relationship to Petefish, Skiles & Co. Bank. Please redirect my direct deposit into my new account, as follows:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

New Bank Name: **Petefish, Skiles & Co. Bank**

New Bank Routing Number: **071107262**

New Account Number: _____

Account Type: Checking Savings Loan Payment

I hereby authorize to have my direct deposit switched to my account with Petefish, Skiles & Co. Bank.

Signature: _____ Date: _____

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: \$ _____

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 Petefish, Skiles & Co. Bank.

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

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

New Bank Routing Number: **071107262** _____

New Bank Account Number: _____

Signature: _____ Date: _____

Close Out 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: _____

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, to:

Petefish, Skiles & Co. Bank F/B/O _____

Attention: _____

P.O. Box 18, Virginia, IL 62691

Bank Routing #: **071107262**

Account # _____

Account Holder Signature: _____