



Switch-in-Three

Switching over to United State Bank has never been easier! Considering a switch in your primary banking relationship can be overwhelming. So, to help we have developed this ***Switch-in-Three*** kit to assist during the process.

Within this packet you will find suggestions, checklists and forms to make the switch as painless as possible. The kit will assist you with making the necessary changes to automatic deposits, preauthorized payments, and other automated account transactions. If you have questions, please don't hesitate to speak with one of our friendly, professional and knowledgeable account opening staff. ***You are only three quick steps away to banking better! Welcome.***

Step # 1 Open an Account with United State Bank

Already a United State Bank customer, great! If not, let our experienced staff fit you to one of our personal deposit products that best suit your needs.

Step # 2 Gather and Notify

To assist you in making the switch, we have made available this kit. It contains helpful information to guide you through the process. By using the supplied checklists and following forms, the process of gathering important account activity and notifying the necessary parties never has been easier. To assist you, the kit includes the following:

- Direct Deposit and Automatic Payment information collection form
- Authorization form for Automatic Payment and Direct Deposit, and
- Request to Close Account form.

Once you have identified all automatic deposits and automatic payments / withdrawals that require switching, simply notify the affected persons / companies / financial institutions.

Step # 3 Close account at your existing bank

The last step is to simply notify your existing bank to close your account with them. We realize that break-ups are never fun, so to help the kit includes a form to request account closure. Simply print the form, fill it out and mail it to the bank.

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Gather Information

Automatic / Direct Deposits

PAYMENT	COMPANY	ACCOUNT #	DATE OF DEPOSIT	NOTICE SENT	REQUEST ACTIVATED
Payroll (1)					
Payroll (2)					
Retirement (1)					
Retirement (2)					
Social Security (1)					
Social Security (2)					
Investment Income					
Other					

Automatic Payment / Withdrawals

PAYMENT	COMPANY	ACCOUNT #	DATE OF DEDUCTION	NOTICE SENT	REQUEST ACTIVATED
Mortgage / Rent					
Auto Loan (1)					
Auto Loan (2)					
Insurance:					
Life					
Home					
Auto					
Other					
Credit Card (1)					
Credit Card (2)					
Credit Card (3)					
Fuel / Oil					
Electric					
Cable / TV					
Telephone					
Cellular Phone					
Water / Sewer					
Garbage					
Internet					
Health Club					
Investments					
IRA / Retirement					
Charities					
Daycare					
Other					

Automatic Deposit Authorization Change Request

Company Name: _____

Company Address: _____

To Whom It May Concern:

I / We recently switched our banking relationship and request that my / our automatic deposit be switched to my new account at United State Bank. My identifying information is as follows:

Name(s) on Account: _____

Identifying # with Your Company: _____

Address: _____

Phone Number: _____

Effective (date) _____, please stop my / our direct deposit into account:

Account # _____ Financial Institution _____

Effective (date) _____, please send my / our direct deposit to my / our new account.

The following is the information you will need:

Financial Institution: United State Bank

Routing Number: 081517677

Type of Account: ☐ Checking ☐ Savings ☐ Money Market

Account #: _____

I / We authorize your company to initiate credit entries to my account at United State Bank. I / We understand that this authorization will remain in full force until all parties have received written notification from me / us of its termination in such time as to afford a reasonable time to act. If you have questions, please call me / us at the phone number listed above.

Name (please print) _____

Signature _____

Name (please print) _____

Signature _____

Date: _____

Authorization for Automatic Payment Change Request

Company Name: _____

Company Address: _____

To Whom It May Concern:

I / We recently switched our banking relationship and request that my / our automatic deducted payment be switched to be made from my new account at United State Bank. My identifying information is as follows:

Name(s) on Account: _____

Identifying # with Your Company: _____

Address: _____

Phone Number: _____

Please **stop** my automatic payment / withdrawal:

Financial Institution: _____

Type of Account: ☐ Checking ☐ Savings ☐ Money Market

Account #: _____

Amount of Payment / Withdrawal \$ _____ Effective Payment Date _____

Please **begin** to debit my new account for the payment / withdrawal from:

Financial Institution: United State Bank

Routing Number: 081517677

Type of Account: ☐ Checking ☐ Savings ☐ Money Market

Account #: _____

Amount of Payment / Withdrawal \$ _____ Effective Payment Date _____

Name (please print) _____

Signature _____

Name (please print) _____

Signature _____

Date: _____

Request to Close Account

Financial Institution Name: _____

Financial Institution Address: _____

To Whom It May Concern:

Please close my / our bank account(s) as identified below effective:

_____ Immediately

_____ On _____

General Information:

Name(s) on Account: _____

My Address: _____

Phone Number: _____

Account #1:

Name(s) on Account: _____

Account Number: _____

Type of Account: ☐ Checking ☐ Savings ☐ Money Market

Account #2:

Name(s) on Account: _____

Account Number: _____

Type of Account: ☐ Checking ☐ Savings ☐ Money Market

Account #3:

Name(s) on Account: _____

Account Number: _____

Type of Account: ☐ Checking ☐ Savings ☐ Money Market

Please send an official check to me for the remaining balance at the address listed above. If you have any questions regarding this request, or if this letter is not sufficient to make this change, please contact me.

Name (please print) _____

Signature _____

Name (please print) _____

Signature _____

Date: _____