



**First Security Bank**

## Switching Made Easy!

### Maximize your money, Minimize your hassles

Don't let the thought of switching banks keep you from getting the outstanding products and exceptional service you deserve. Our simple switch kit is your passport to hassle free banking. Experience what it's like to bank with folks who really want your business.

➤ Visit any **First Security Bank** office today and open an account.

#### **Ready!**

- Get Prepared
- Checks & Balances

#### **Set!**

- Automatic Deposits
- Automatic Deductions

#### **Go!**

- Keep Track
- Account Closing

For additional help, please call or visit your local First Security Bank office.

**Ready!**

**Set!**

**Go!**



# First Security Bank

## Get Prepared

Identify automatic deposits and deductions that you'll be switching to **First Security Bank**. If you have not already opened a **First Security Bank** account, please visit one of our bank offices.

1. Your new **First Security Bank** account information for quick reference:

**First Security Bank** Account Number: \_\_\_\_\_

**First Security Bank** ABA Routing Number: **101105778**

**First Security Bank** Address: P.O. Box 306, Overbrook, KS 66524

2. Use the **most recent bank statement from your former account** and list companies which have automatic deposits or deductions through your account:

### Automatic Deposits

Date	Company Name	Account Number	Deposit Amount*
			\$
			\$
			\$

### Automatic Deductions

Date	Company Name	Account Number	Deduction Amount*
			\$
			\$
			\$

\* Amounts may vary

3. Record your former **account number** and **ABA routing number** for quick reference.

**Former Bank Name** \_\_\_\_\_

**Account #** \_\_\_\_\_ **ABA Routing #** \_\_\_\_\_

### Helpful Hints

- **Automatic Deposits**  
These are recurring payments automatically deposited into your account on a regular basis. Examples are payroll, social security, alimony, dividend or disability payments.
- **Automatic Deductions**  
These are recurring payments automatically withdrawn from your account on a regular basis. Examples include mortgage payments, gym membership fees and insurance premiums.
- **Contact each company**  
Find out the address of the main accounting office where you should send the notice of change. Some companies have this information available on their web site or billing statements. Make sure no other forms are required.
- **ABA Routing Number**  
This is the first group of nine (9) numbers found at the bottom of a check.

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# First Security Bank

## Checks & Balances

Balance your old account to determine the balance needed to cover outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

1. Former bank name: \_\_\_\_\_ Account #: \_\_\_\_\_

Enter the current balance from your most recent statement: \$ \_\_\_\_\_

List deposits that do not appear on the statement

Date: / / \$ \_\_\_\_\_

Date: / / \$ \_\_\_\_\_

Date: / / \$ \_\_\_\_\_

Add your current balance and recent deposits together: **1** \$

2. List all outstanding checks, withdrawals and any automatic deductions that do not appear on your statement:

Description: \_\_\_\_\_ Date: / / \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: / / \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: / / \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: / / \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: / / \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: / / \$ \_\_\_\_\_

Add up these outstanding items: **2** \$

**THIS IS THE AMOUNT YOU SHOULD LEAVE IN YOUR FORMER ACCOUNT.**

3. Subtract **Amount 2** from **Amount 1**. Amount from **1** \$ \_\_\_\_\_

Amount from **2** - \$ \_\_\_\_\_

\$

**THIS IS THE AMOUNT YOU CAN DEPOSIT INTO YOUR NEW FIRST SECURITY BANK ACCOUNT.**

### Helpful Hints

➤ **Get up-to-date**  
Use all receipts and your check register to identify items not on your statement.

➤ **Remember, don't close your former account immediately**  
It may take up to two statement cycles for all outstanding items to clear.

➤ **For Multiple Accounts**  
If you have more than one account, please print additional forms as needed.

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# First Security Bank

## Automatic Deposits

Instruct companies to redirect recurring automatic deposits such as payroll, Social Security, dividends, annuities, or other periodic distributions, into your **First Security Bank** account.

### Follow these easy steps:

1. Complete, sign and date this form.
2. Attach a voided check from your new **First Security Bank** account.
3. Submit this form to each company/organization that is currently authorized to make automatic deposits to your account.

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

**Company Address:** \_\_\_\_\_  
\_\_\_\_\_

### To Whom It May Concern:

I recently changed banks and request that my automatic deposit be switched to my new account at **First Security Bank**. My information is as follows:

Name on account: \_\_\_\_\_

Identifying number with your company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

**Please switch my automatic deposits to this account:**  Checking  Savings

**First Security Bank** Account Number: \_\_\_\_\_

**First Security Bank** ABA Routing Number: **101105778**

**Effective:**  Immediately  
 On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Address:** P.O. Box 306  
Overbrook, KS 66524

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

➤ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Helpful Hints

➤ **Track Your Request**  
To confirm that your automatic deposit is being deposited into your new **First Security Bank** account, check your **First Security Bank** statement, sign up and log onto your online account at [www.firstsecurityks.com](http://www.firstsecurityks.com) or call your FSB office.

➤ **Follow Up**  
Automatic deposits should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your **First Security Bank** account. If you don't see the deposit by this time, please contact the company.

➤ **Reminder**  
Note that some companies or organizations, like the Social Security Administration, may require a special form. Contact the company or income source to make sure no other forms are required.

➤ **For Your Reference**  
The Social Security Administration phone number is (800) 772-1213.

➤ **For Multiple Deposits**  
If you have more deposits than will fit on this form, please print additional forms as needed.

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# First Security Bank

## Automatic Deductions

Inform companies to have payments automatically deducted from your new **First Security Bank** account. (i.e. mortgage payments, insurance premiums, gym memberships, etc.)

### Follow these easy steps:

1. Complete, sign and date this form.
2. Attach a voided check from your new **First Security Bank** account.
3. Submit this form to each company that is currently authorized to make automatic deductions from your account.

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

**Company Address:** \_\_\_\_\_  
\_\_\_\_\_

### To Whom It May Concern:

I recently changed banks and request that my automatic deduction be switched to my new account at **First Security Bank**. My information is as follows:

Name on account: \_\_\_\_\_

Identifying number with your company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

**Please switch my automatic deductions to this account**  Checking  Savings

**First Security Bank** Account Number: \_\_\_\_\_

**First Security Bank** ABA Routing Number: **101105778**

**Effective:**  Immediately  
 On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Address:** P.O. Box 306  
Overbrook, KS 66524

I authorize your company to initiate debit entries from my account at **First Security Bank**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed above.

➤ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Helpful Hints

➤ **Track Your Request**  
To confirm that your automatic deduction is being withdrawn from your **First Security Bank** account, check your **First Security Bank** statement, sign up and log onto your online account at [www.firstsecurityks.com](http://www.firstsecurityks.com) or call your FSB office.

➤ **Follow Up**  
Automatic deductions should take effect within two withdrawal periods. Keep your old account open until all automatic deductions have been switched to your new **First Security Bank** account. If you don't see the withdrawal by this time, please contact the company.

➤ **Reminder**  
Note that some companies or organizations may require a special form. Contact the company or income source to make sure no other forms are required.

➤ **For Multiple Deductions**  
If you have more than one automatic deduction, please print additional forms as needed.

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# First Security Bank

## Keep Track

This form will help you verify the transactions you are moving to your new **First Security Bank** account. As you request to transfer each automatic deposit or automatic deduction, use this form to determine when to follow up.

### Automatic Deposits

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_ / \_\_\_ / \_\_\_ Estimated Completion Date: \_\_\_ / \_\_\_ / \_\_\_

Letter mailed  Called (who you spoke to): \_\_\_\_\_

Completed Notes: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_ / \_\_\_ / \_\_\_ Estimated Completion Date: \_\_\_ / \_\_\_ / \_\_\_

Letter mailed  Called (who you spoke to): \_\_\_\_\_

Completed Notes: \_\_\_\_\_

### Automatic Deductions

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_ / \_\_\_ / \_\_\_ Estimated Completion Date: \_\_\_ / \_\_\_ / \_\_\_

Letter mailed  Called (who you spoke to): \_\_\_\_\_

Completed Notes: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_ / \_\_\_ / \_\_\_ Estimated Completion Date: \_\_\_ / \_\_\_ / \_\_\_

Letter mailed  Called (who you spoke to): \_\_\_\_\_

Completed Notes: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_ / \_\_\_ / \_\_\_ Estimated Completion Date: \_\_\_ / \_\_\_ / \_\_\_

Letter mailed  Called (who you spoke to): \_\_\_\_\_

Completed Notes: \_\_\_\_\_

### Helpful Hints

#### Estimated Completion Date

When should you expect the switch to take effect? Generally, Automatic Deposits take effect within three deposit periods and Automatic Deductions normally go into effect within two withdrawal periods. If you don't see the switch by then, contact the company.

#### For Multiple Accounts

If you have more automatic deposits/deductions than will fit on this form, please print additional forms as needed.

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# First Security Bank

## Closing Your Account At Your Former Bank

Notify your former bank that you are closing your account.\*

**Follow these easy steps:**

1. Complete, sign and date this form.
2. Send this form to your former bank after all your existing activity has cleared.

**Former Bank Name:** \_\_\_\_\_

**Former Bank Address:** \_\_\_\_\_

**To Whom It May Concern:**

Please close my bank account(s) as described below: **Effective:**

**Account # 1**  Immediately  On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

**Account # 2**

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by Official Check per the instructions below:

**Mailing Instructions for Official Check {For the Benefit of:}**

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

Address:  First Security Bank • PO Box 306 • Overbrook, KS 66524

First Security Bank • 29 West Wea • Paola, KS 66071

If you have any questions, please contact:

\_\_\_\_\_

Your Phone #: \_\_\_\_\_

➤ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

➤ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if needed)

**Helpful Hints**

➤ **Timing is Everything**  
After all outstanding checks, automatic deductions and automatic deposits have cleared, you're ready to close your former account.

➤ **For Multiple Accounts**  
If you have more than two (2) accounts, please print additional forms as needed.

➤ **Reminder**  
Your former bank may require additional forms or a written request to close your account. Contact your former bank to make sure no other items are required.