

Welcome!

We're So Happy You're **HERE.**

We're so happy you chose First National Bank. Our Switch Kit will help you get your new account up and running in no time! Utilize these forms to organize your new account information, transfer existing direct deposits and automatic payments, and close your old account.



1. **Open your new First National Bank account.**

After you open your First National Bank account, you'll want to keep track of your new account number, as well as organize the direct deposits and automatic payments you'll need to switch.

2. **Change your direct deposit.**

Utilize the direct deposit form to notify your employer and any other source that automatically deposits funds into your account that you have switched bank accounts.

3. **Update any automatic withdrawals.**

Some organizations require written authorization to change automatic withdrawals. Use this form to notify them.

4. **Close your old account.**

You can close your old account once your direct deposit and automatic payments are processing through your new First National Bank account, and you've verified that all outstanding checks and debits have been paid.



KEEP IN TOUCH

If you need help switching over to your new account, please call us! We are happy to talk you through the process and answer any questions you have.

Hartford
262-673-5800

Richfield
262-628-5500

Slinger
262-644-7606



www.fnb-hartford.com



WRITE IT DOWN

Use this tool to keep track of your new and old account numbers as well as all of the automatic payments you need to switch to First National Bank.

NEW First National Bank Account Number: _____

Routing Number: 075902463

Branch addresses:

Hartford

116 W. Sumner Street
Hartford, WI 53027

Richfield

1297 State Hwy 175
Hubertus, WI 53033

Slinger

439 E. Washington Street
Slinger, WI 53086

Direct Deposits and Automatic Payments

To help you keep track of what transactions you need to switch, review the last several months of account statements from your old bank. Don't forget utility payments, loan payments, memberships and insurance payments.

Direct Deposits or Payroll

| Company Name | Deposit Amount | Frequency |
|--------------|----------------|-----------|
| | | |
| | | |
| | | |
| | | |

Automatic Payments

| Company Name | Account Number | Payment Amount | Frequency |
|--------------|----------------|----------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Keep Tabs on Your Old Account

Verify that all of your automatic payments are processing through your new First National Bank account and that all outstanding checks and debits have been paid before closing your old account. For reference, jot down your old account information here:

Financial Institution: _____

Account Number: _____

Routing Number: _____



NEW DIRECT DEPOSIT

Complete this form and provide it to any company requiring written authorization to automatically deposit funds into your account. Some employers or agencies may require that you use their standard company form.

Company Name: _____

Address: _____

City, State, ZIP: _____

Please update my direct deposit account information to the following:

Name: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

New direct deposit information:

NEW First National Bank Account Number: _____

Routing Number: 075902463

Account Type: Checking

Savings

Hartford

116 W. Sumner Street
Hartford, WI 53027

Richfield

1297 State Hwy 175
Hubertus, WI 53033

Slinger

439 E. Washington Street
Slinger, WI 53086

Authorization:

I authorize you to switch my direct deposit to my new First National Bank account.

Signature: _____

Date: _____



Please attached a **VOIDED CHECK** from your new First National Bank account when submitting this form.



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AUTOMATIC PAYMENTS

Complete this form and provide it to any company requiring written authorization to automatically withdraw funds from your account.

Company Name: _____

Address: _____

City, State, ZIP: _____

To Whom It May Concern:

I authorize you to switch my automatic payments to my new First National Bank account.

Name: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Account Number with your Company: _____

You currently are withdrawing: Total Amount Due A Set Payment Amount _____

Please switch my automatic payment to this account:

New First National Bank Account Number: _____

Routing Number: 075902463

Account Type: Checking Savings

Signature: _____

Date: _____



Please attached a **VOIDED CHECK** from your new First National Bank account when submitting this form.



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CLOSE ACCOUNT AUTHORIZATION

Complete this form and provide it to your former financial institution giving them written authorization to close the accounts below.

Financial Institution: _____

Address: _____

City, State, ZIP: _____

To Whom It May Concern:

This letter serves as authorization to close my bank account(s) listed below with your institution. Please issue a cashier's check in my name for any remaining balance and accrued interest (if applicable).

Name on Account: _____

Last 4 digits of Social Security Number: _____

Name on Account: _____

Last 4 digits of Social Security Number: _____

Account Number: _____

Account Type: Checking Savings

Account Number: _____

Account Type: Checking Savings

Please send all closing balances to:

Name: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Authorization:

Signature: _____

Date: _____

Signature: _____

Date: _____

