

# Switch Kit

## Instructions

### ... Decidedly Different Banking.

At LaPorte Savings Bank, we're different by our own design. Decisions to grow are made based on what's right for our customers and our bank. Since 1871, our goal has been to provide the highest quality of banking products with the greatest level of service and support. Today, we keep with that tradition and invite you to experience for yourself what makes our bank so *decidedly different*.

With this simple Switch Kit, we are helping take the hassle out of changing banks! Enclosed you will find forms that will help you to make your switch to LaPorte Savings Bank as seamless as possible:

- New Account Information Form
- Automatic Payment Change Form
- Direct Deposit Change Form
- Account Closure Form

These forms will help you to change automatic payments you may have coming directly from your previous bank account as well as to change the direct deposit of your payroll or social security check, too. With these five (5) simple steps, you'll be well on your way to enjoying a *decidedly different* banking relationship.

**STEP 1: Open your new account with LaPorte Savings Bank!** Visit any of our convenient branch locations to open an account. You will need to bring the following information to complete the process:

- A recent copy of your current bank statement
- Details of your existing automatic payments
- Details of your existing direct deposit(s)
- A valid driver's license
- Another form of identification

**STEP 2: Stop using your old checking account.** Remember to leave enough funds in your old bank account to cover any outstanding items that have not yet cleared your account. Destroy your unused checks, deposit slips and ATM/Debit cards.

**STEP 3: Change your direct deposit(s).** Complete the Direct Deposit Change Form and send a copy to your employer, investment advisor or retirement fund, if applicable, so they know you have changed banks. Attach a voided check from your new LaPorte Savings Bank checking account.

**STEP 4: Change your automatic payments.** Using the Automatic Payment Change Form, transfer all of your current automatic payments with companies such as household utilities, insurance agencies or lenders to your new LaPorte Savings Bank account. Don't forget online services that may be linked to your old Debit card. Make as many copies of this form as you need. You will need to include a voided check from your new account with each form you complete.

**Complete Step 3 and Step 4 before proceeding with Step 5.**

**STEP 5: Close your old checking account.** Simply complete and submit the Account Closure Form. You can fax or mail it to your old bank. Be sure to wait for any uncleared checks or ATM/Debit transactions to clear your account before completing this step.

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## New Account Information

### PRIMARY APPLICANT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Ext: \_\_\_\_\_  
Email \_\_\_\_\_ SSN \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### JOINT / SECONDARY APPLICANT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Ext: \_\_\_\_\_  
Email \_\_\_\_\_ SSN \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Automatic Payment Change Form

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

Billing Account Number \_\_\_\_\_

Currently, \$ \_\_\_\_\_ is being withdrawn from the following account(s):

Previous Bank's Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

For *(list payment or reason)* \_\_\_\_\_ on \_\_\_\_\_. Please stop making withdrawals from this account on \_\_\_\_\_ and begin making withdrawals from my new account listed below on \_\_\_\_\_.

**New Bank's Name:** LaPorte Savings Bank

**Routing Number:** 271274241

**Account Number:** \_\_\_\_\_

Please contact me at the following phone number if you have any questions regarding this request:

Phone: \_\_\_\_\_  Day  Evening

Sincerely,

Signature \_\_\_\_\_

Name *(please print)* \_\_\_\_\_

Address \_\_\_\_\_

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

Attach voided check here.

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## Direct Deposit Change Form

Date \_\_\_\_\_

Employer / Depositor's Name \_\_\_\_\_

Address \_\_\_\_\_

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

To Whom it May Concern:

You are currently depositing my *(list type of deposit: i.e., payroll check, social security, etc.)* \_\_\_\_\_ into the following account(s):

Previous Bank's Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please stop making deposits into this account and instead begin making deposits into my new bank account listed below effective \_\_\_\_\_.

**New Bank's Name:** LaPorte Savings Bank

**Routing Number:** 271274241

**Account Number:** \_\_\_\_\_

Please contact me at the following phone number if you have any questions regarding this request:

Phone: \_\_\_\_\_  Day  Evening

Sincerely,

Signature \_\_\_\_\_

Name *(please print)* \_\_\_\_\_

Address \_\_\_\_\_

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

Other Information Your Employer May Need *(SSN, Employee ID#)*

\_\_\_\_\_

Attach voided check here.

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## Account Closure Form

Date \_\_\_\_\_

Bank's Name \_\_\_\_\_

Address \_\_\_\_\_

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

To Whom it May Concern:

Please close my account \_\_\_\_\_ (*list account number*), and send a check for the remaining balance to me at the address listed below.

If you have any questions regarding this request, please contact me at the following phone number:

Phone: \_\_\_\_\_  Day  Evening

Thank you.

Sincerely,

Signature \_\_\_\_\_

Name (*please print*) \_\_\_\_\_

Address \_\_\_\_\_

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

Joint Owner \_\_\_\_\_

Joint Owner Name (*please print*) \_\_\_\_\_

# Switch Kit

## Account Closure Checklist

- |   | COMPLETED                |
|---|--------------------------|
| 1. Properly identify customer performing transaction and verify authority if necessary.   | <input type="checkbox"/> |
| 2. Verify all items have cleared account.   | <input type="checkbox"/> |
| 3. Any ACH items on account?  | <input type="checkbox"/> |
| a. Debits?  | <input type="checkbox"/> |
| b. Credits/payroll?   | <input type="checkbox"/> |
| 4. Are there any outstanding items to be paid? If so, complete Closing DDA Account Form.  | <input type="checkbox"/> |
| 5. Any ATM/Debit Cards on account?  | <input type="checkbox"/> |
| a. Collect card(s) if present.  | <input type="checkbox"/> |
| b. Call ATM Department to cancel card(s).   | <input type="checkbox"/> |
| c. Complete ATM/Debit Card Maintenance Form.  | <input type="checkbox"/> |
| d. Forward by ATM Delivery Checklist.   | <input type="checkbox"/> |
| 6. Is account being closed due to fraud?  |                          |
| a. Order new Debit card.  | <input type="checkbox"/> |
| b. Issue ATM card/PIN card.   | <input type="checkbox"/> |
| 7. No Bounce/ODP on account? If yes, contact Customer Accounting to remove.   | <input type="checkbox"/> |
| 8. Does customer have Online Banking / Bill Pay? If so, contact Customer Accounting to remove.  | <input type="checkbox"/> |
| 9. Is there an automatic loan payment from the account?   | <input type="checkbox"/> |
| 10. Is there an automatic transfer to/from the account?   | <input type="checkbox"/> |
| 11. Complete Account Closure Form; complete GL (2 signatures required).   | <input type="checkbox"/> |
| 12. Post transaction or have supervisor post transaction.   | <input type="checkbox"/> |
| 13. Pull Signature card, enter closing information, and put in bin for de-scanning. Send to Main Office if at branch for de-scanning. | <input type="checkbox"/> |
| 14. Check system next day to ensure account was closed properly.  | <input type="checkbox"/> |