



Since 1878

Exchange State Bank Personal Account Switch Kit

We have just made things much easier for you; with step-by-step instructions and simple-to-complete forms when moving your Checking account from your old bank to your new bank - the Exchange State Bank.

1. Stop using your old Checking account and let the checks you have written clear. This should take approximately two weeks.
2. Switch your **direct deposit**. Simply complete **Form 1** and give to your employer, retirement plan administrator, and any one else who deposits directly to your account. We can take care of your Social Security deposit simply by going online and making the necessary changes. Be sure to include a voided Exchange State Bank check (not a deposit slip) with your request. Please feel free to make as many copies of this form as needed.
3. Switch your **automatic payments**. For merchants that you currently authorize to automatically debit your account each month to cover a payment, bill, or transfer; simply complete **Form 2** for each payment or withdrawal that is automatically made from your old account. Be sure to include a voided Exchange State Bank check (not a deposit slip) with your request. Please feel free to make as many copies of this form as needed.

Contact merchants where you have recurring debit card transactions set up to provide your new card number.

4. **Close your old account**. Now that your checks have cleared and all your automatic deposits and payments are changed, there's just one more step. Simply complete **Form 3** to say goodbye to your old bank.

If you have questions or concerns during this process, don't hesitate to contact us:

Call or stop by the Exchange State Bank

Call us at 815-493-2631 to speak with our new account representative.

P.O. Box 5
126 N. Broad Street
Lanark, Illinois 61046
(815) 493-2631
Fax: (815) 493-2082
www.lanarkbank.com

Form 1

Direct Deposit Change Request

Date

Company making the direct deposit

Company address

City/State/ZipCode

To Whom it May Concern:

You are currently depositing my entire paycheck, part of my paycheck or a type of payment into the following account:

My Old Bank

My Old Bank's routing number

My Old Account number

Please begin making these automatic deposits into my new Exchange State Bank account:

071108083

My New Bank's Routing Number

My New Account Number

Checking

Savings

(please circle one)

If you should have any questions about this request, please call me.

Thank you,

Name (please print)

Signature

Address

City/State/ZipCode

Phone Number

Please include a voided Exchange State Bank check (not a deposit slip) with this request.

Form 3

Close Account Request

Date

Bank Name

Address

City/State/ZipCode

To Whom It May Concern:

Please close the following account number:

and send a check for the balance remaining to the address below.

If you should have any questions about this request, please call me.

Thank you,

Name (please print)

Signature

Address

City/State/ZipCode

Phone Number