

# First Bank **Consumer Switch Kit**

MEMBER F.D.I.C. Since 1922

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It's easy to switch your accounts to First Bank, please use this Switch Kit to assist in the transition. First Bank Customer Service Representatives are available to answer any questions. Follow these simple steps to get started:

## 1 Open Your First Bank Checking Account

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Deposit funds into your new checking account, request your instant issue debit card(s), order checks and deposit slips. Note First Bank's routing number, your new checking account number and debit card information to switch any scheduled transactions from your old account to your new account with us.

## 2 Switch Your Recurring Transactions to Your New Account

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Using our helpful switch kit, write down your recurring debit and credit transactions including automatic payments, bill pay and online payments. You'll need to switch everything to your new First Bank routing and checking account numbers. You will need to complete one form for each transaction you are switching.

*Note: To switch the direct deposit of your Social Security check, call 800-772-1213. For all other U.S. Government issued checks, talk to one of our banking professionals or download the approved form at [http://www.fms.treas.gov/eft/fms\\_form\\_1200.pdf](http://www.fms.treas.gov/eft/fms_form_1200.pdf).*

## 3 Close Your Old Accounts

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Keep the old account open until all outstanding transactions have cleared and you've moved your scheduled transactions to your new First Bank checking account, debit card or bill pay. Once you verify that all your transactions have cleared, close your old account.

# Consumer Switch Kit **Direct Deposit**

If you need help completing this form, talk to one of our banking professionals.

## PLEASE COMPLETE A SEPARATE FORM FOR EACH DIRECT DEPOSIT

Date: \_\_\_\_\_ To [Company name]: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## INSTRUCTIONS FOR CHANGING DIRECT DEPOSIT

Dear Employer,

I have recently changed banks and would like my payroll direct deposit switched from my old account to my new account with First Bank.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

## I CURRENTLY HAVE MY DIRECT DEPOSIT GOING TO:

Financial institution: \_\_\_\_\_

Account #: \_\_\_\_\_ Bank routing #: \_\_\_\_\_

## PLEASE CHANGE THIS TO MY NEW ACCOUNT WITH FIRST BANK AS SOON AS POSSIBLE:

Account #: \_\_\_\_\_ Bank routing #: \_\_\_\_\_

*If for any reason you may need additional information, please call me at:* \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*ENCLOSED: Voided check or preprinted deposit slip from my new account with FIRST BANK.*

# Consumer Switch Kit **Payment/Deposit Change**

Complete this payment/deposit change form for each automatic payment or deposit you currently have scheduled.

Date: \_\_\_\_\_

To whom it may concern,

I am writing to inform you of a change concerning my account #: \_\_\_\_\_.

I currently have my payment automatically  **withdrawn from**  **deposited to** my checking/savings with

financial institution: \_\_\_\_\_.

Effective, on the date: \_\_\_\_\_, please begin  **withdrawing**  **depositing** this payment, according to the same terms as agreed upon, from:

First Bank

P.O. Box 1237

Clewiston, FL 33440

Routing #: 067003778

Account #: \_\_\_\_\_.

Thank you for your prompt attention to this request.

Sincerely,

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Co-signer name: \_\_\_\_\_ Co-signer signature: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone #: \_\_\_\_\_



# Consumer Switch Kit **Account Closing**

If you need help completing this form, talk to one of our banking professionals.

## NOTIFICATION OF ACCOUNT CLOSING

Effective date\*: \_\_\_\_\_ To [Financial institution name]: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From [Names on the account]: \_\_\_\_\_ Social Security #: \_\_\_\_\_

## PLEASE CLOSE THE FOLLOWING ACCOUNTS WITH YOUR INSTITUTION:

Account type	Account #	Send payment at once	Defer payment until close of interest payment

## FORWARD FUNDS TO ME AT THE FOLLOWING ADDRESS:

Be sure to include all the interest or dividends that may have become due on above listed accounts.

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*If for any reason you may need additional information, please call me at :* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint account holder signature: \_\_\_\_\_

**IMPORTANT: Keep this switch kit stored in a secure place to protect personal information.**