

MAKE THE
SWITCH TO
CASEY STATE BANK

Your Community, Your Bank

We make the switch easy!

- ✓ Switch Kit Checklist
- ✓ Direct Deposit Information Sheet
- ✓ Authorization to change Automatic Payments
- ✓ Automatic Payment & Deposit Checklist
- ✓ Account Closure Request Letter



CaseyStateBank

Your Community, Your Bank

caseystatebank.com

CSB Switch Kit Checklist

Thank you for choosing Casey State Bank. We are dedicated to ensuring that your transition is a smooth one.

STEP 1: Get Organized

- Open a Casey State Bank account. We know your time is valuable, so please complete the Customer Information Form before coming in to make the process as fast as possible.
- Review your last few statements and identify all automatic payments and automatic deposits

Note: Keep in mind that not all automatic payments that you have previously established occur on a monthly basis. For example, insurance payments, some utilities and federal and state tax returns/payments can occur on irregular intervals such as bi-monthly, quarterly or even on an annual basis.

STEP 2: Move Your Direct Deposit & Automatic Payments

- Prepare to move your direct deposit by using the Direct Deposit Information Sheet.

Note: You may be asked to fill out an additional form by the company making the direct deposit.

- To transfer Social Security direct deposit, you can either call Social Security Administration at 1.800.772.1213 or go to www.ssa.gov/deposit/howtosign.htm
- Set up new automatic payments. You can use the Authorization to Change Automatic Payments Letter, or consider Casey State Bank Online Banking with free bill pay as an alternative that gives you more control over your money.

If you are setting up more than one automatic payment, make additional copies of the Authorization to Change Automatic Payments Letter for each automatic payment.

Note: You may be asked to fill out an additional form by the company making the automatic payment.

STEP 3: Close Your Old Account

- Confirm all checks have cleared and all automatic payments have been transferred to your new account. Leave sufficient funds in your former account to cover any outstanding checks or pending automatic payments.
- Complete the Account Closure Request Letter and send it to your former financial institution. Some financial institutions may require you to fill out additional forms. If your account is an interest-bearing account, request to have your accrued interest paid prior to closing.
- Destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your former accounts. We can destroy them for you if needed.
- Start using your Casey State Bank account exclusively.

STEP 4: Keep Copies for Your Records

- Remember to keep a copy of all documents, letters and forms for your personal records.

STEP 5: Transfer Other Accounts

- Consider making your financial life less complicated by transferring other accounts to Casey State Bank. We offer a complete line of banking products including mortgage services. With all of your funds in one place, your banking will be easier. Our banking team will be able to help you manage your finances and find ways to make your money work harder for you.
- Call us at 217.932.2136, or visit one of our branches and we will be happy to assist you.

We're here to help make the switch easy!
Thanks again for choosing Casey State Bank!

CSBSwitchKit *Switching to Casey State Bank has never been easier!*

CUSTOMER INFORMATION FORM

Primary Account Holder Information

Full Legal Name:

Physical Address:

City:	State:	Zip:
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Mailing Address: *if different from above*

City:	State:	Zip:
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Home Phone:	Work Phone:	Mobile Phone:
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Drivers License/ID #:	Issue Date:	Exp. Date:
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Employer:	Position/Title:
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E-mail Address:

Secondary Account Holder Information

Full Legal Name:

Physical Address:

City:	State:	Zip:
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Mailing Address: *if different from above*

City:	State:	Zip:
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Home Phone:	Work Phone:	Mobile Phone:
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Drivers License/ID #:	Issue Date:	Exp. Date:
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Employer:	Position/Title:
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E-mail Address:

Accounts and Services

Please check the Accounts and Services you are currently using and/or may wish to use.

**Pending approval*

- | | | |
|---|---|---|
| <input type="checkbox"/> Personal Checking Account | <input type="checkbox"/> Business Checking Account | <input type="checkbox"/> FREE Online Bill Pay |
| <input type="checkbox"/> Interest Bearing Personal Checking | <input type="checkbox"/> Interest Bearing Business Checking | <input type="checkbox"/> Safe Deposit Box |
| <input type="checkbox"/> Personal Savings Account | <input type="checkbox"/> Business Savings Account | <input type="checkbox"/> Consumer Loan/Line* |
| <input type="checkbox"/> Christmas Club Account | <input type="checkbox"/> Business Certificate of Deposit | <input type="checkbox"/> Business Loan/Line* |
| <input type="checkbox"/> Individual Retirement Account | <input type="checkbox"/> Debit/ATM Card | <input type="checkbox"/> Mortgage Loan* |
| <input type="checkbox"/> Personal Certificate of Deposit | <input type="checkbox"/> Online Banking | <input type="checkbox"/> Construction Loan* |
| | <input type="checkbox"/> Mobile Banking | <input type="checkbox"/> Other: _____ |

DIRECT DEPOSIT INFORMATION SHEET



BENEFITS TO YOU

- **Convenient** - Your check is deposited electronically into your Casey State Bank checking or savings account, so your money is automatically available to you, even when you are ill, on vacation or too busy to get to the bank.
- **Fast** - You have immediate access to your money on the day of deposit - no need to wait until you can cash your check.
- **Safe** - You never have to worry about checks getting lost, delayed or stolen.

IT'S EASY TO SET UP DIRECT DEPOSIT

Gather your account information. You will need to provide the type of account (checking or savings), your account number, and Casey State Bank's routing number to the employer or payor that you will be setting up your direct deposit with.

1. Type of Account - (Check One)
 Checking Savings
2. Account Number: _____
3. Casey State Bank's Routing Number for Direct Deposit:
071106195

Jane Doe		1234
1234 Anystreet	<u>Date</u>	
Anycity, AA 12345		
Pay to the order of _____		<input type="text"/>
		DOLLARS
071106195	123456789	1234

Routing Number	Account Number	Check Number
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Your employer or payor may request that you complete a form or provide them with a voided check to process your request.

Type of Direct Deposit	New or Existing Enrollment - to change the bank currently receiving your deposit electronically; to change your paper checks to electronic deposits.
* Salary/Wages * Pension * Dividend/Investment Income	Provide the account information on this form to your employer or other payor directly.
* Social Security * Supplemental Security Income	Visit any Casey State Bank Branch or contact the agency directly
* Railroad Retirement * Railroad Unemployment/Sickness Insurance * VA Benefits * Civil Service Annuity * Civil Service Survivor/Beneficiary * Other types of institutions or agencies	Contact the institution or agency directly and provide them with your account information on this form.

MONITOR YOUR ACCOUNT

Typically, you can expect to see your first direct deposit about four weeks after your request. We suggest you monitor your account through the next several pay periods to confirm your deposits.

For further information, please call us at 217.932.2136 or visit any of our convenient branches.

CSBSwitchKit Switching to *Casey State Bank* has never been easier!

Direct Deposit Request Form

Company Name:

Address:

City, State, Zip

RE: Switching My Direct Deposit to a New Account

I have recently changed financial institutions and would like to update my direct deposit information. Please discontinue my current direct deposit and begin making direct deposits into my new *Casey State Bank Checking* account.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic deposits may require advance notice of changes and that depending on the timing of this request my next deposit may not be sent to my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

Direct Deposit Information

Name:			SSN or Employee No.		
Address:		City:		State & Zip:	
Home Phone:			Mobile Phone:		
Former Bank Name:			Former Routing Number:		
Former Account Number:			Amount of Deposit:		
NEW Bank Name: Casey State Bank			NEW Routing Number: 071106195		
NEW Account Number:			Amount of Deposit:		

Automatic Payment & Deposit Checklist

Automatic Payment Checklist

Payment	Company	Account #	Date of Payment
Mortgage/Rent			
Auto Loans			
Life Insurance			
Home Owners Insurance			
Car Insurance			
Other Insurance			
Credit Cards			
Gas/Oil			
Electric			
Cable TV			
Telephone			
Cell Phone			
Water/Sewer			
Garbage			
Internet Provider			
Health Club			
Investments			
IRA/Retirement			
Charities			
Daycare			
Other			

Automatic Deposit Checklist

Payment	Company	Account #	Date of Payment
Employee Payroll			
Pension/Retirement			
Social Security			
Investment Incomes			
Other			

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Automatic Payment Request Form

Company Name: _____

Address: _____

City, State, Zip _____

RE: Switching My Automatic Payments to a New Account

Attn: Accounts Receivable/Accounting

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from my new ***Casey State Bank Checking account***.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advance notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

Automatic Payment Information

Name:			Payee Name:		
Address:		City:		State & Zip:	
Home Phone:			Mobile Phone:		
Former Bank Name:			Former Routing Number:		
Former Account Number:			Amount of Debit:		
NEW Bank Name: <i>Casey State Bank</i>			NEW Routing Number: 071106195		
NEW Account Number:			Amount of Deposit:		

Account Closing Request Instructions

Before sending the Account Closing Request Form:

1. Check with your former bank to make sure that no additional information or forms are required.
2. If multiple accounts are involved, please complete a form for each account.
3. Inquire about any possible penalties with respect to early withdrawal before you close the account. If the account you are closing is a Certificate of Deposit (CD) it is important to check the maturity date. You may want to delay the switch of a CD to avoid penalties.
4. Verify that all checks and automatic payments have cleared prior to submitting the Account Closing Request Form.
5. Be sure that all automatic transactions have made the switch to your new **Casey State Bank Checking Account** prior to submitting the Account Closing Request Form.

After you've sent the Account Closing Request Form:

1. Check account statements from your former bank to verify that accounts have a zero balance and have been closed.

CSBSwitchKit Switching to *Casey State Bank* has never been easier!

Account Closing Request Form

Date:

Bank Name:

Address:

City, State, Zip

Primary Account Holder:

Name:

Address:

City, State, Zip

Secondary Account Holder:

Name:

Address:

City, State, Zip

RE: Account Number _____

Checking Savings Other

Attention: Account Services

Please accept this letter as my official authorization to close my account with your institution.

Please send a check in the amount of my account balance, if any, to my attention at the address you have on file. If you have any questions regarding this matter please call me at my daytime phone number: _____.

Thank you for your prompt assistance.

Sincerely,

Customer Signature