

EZ Switch Kit



Welcome to First National Bank Minnesota!

Our goal is to provide the value, service and expertise you need to meet all of your financial needs. We can make the transition from a previous financial institution to First National Bank Minnesota a smooth process.

CHECKLIST

1. OPEN YOUR NEW CHECKING ACCOUNT

One of our banking specialists will help you decide:

- which checking account will BEST meet your individual needs
- if you could benefit from having a ATM/debit card
- if you would like to take advantage of FREE Internet Banking with FREE e-statements, and FREE telephone banking
- if you would like to sign up for Online Banking

2. SWITCH OVER YOUR AUTOMATIC TRANSACTIONS

2a. Use the *Direct Deposits: Notification of Change of Financial Institution form (2a)* to notify your employer or anyone who automatically makes direct deposits to your checking account.

Common direct deposits include:

- o employers
- o investment companies
- o credit card companies
- o rent
- o income tax refunds
- o government agencies (see page 2a*)

It is helpful to review your last three months of bank statements to be sure you have included all direct depositors.

2b. Use the *Withdrawals: Notification of Change of Financial Institution form (2b)* for any automatic withdrawals you have come out of your checking account. Common withdrawals include:

- o investments
- o charitable contributions
- o phone bills
- o gym
- o loan payments
- o insurance premiums
- o cable bills
- o utility bills
- o Internet services
- o credit card payments
- o real estate taxes
- o T.V. service

Again, review a minimum of your last three months of bank statements to be sure you have notified anyone that directly deposits or withdraws from your account.

3. CLOSE YOUR PREVIOUS ACCOUNT

Once all of your pre-authorized debits and checks you have written clear your previous account, close the account. This can be done in person or by using the *Authorization to Close Account Form (3)*.



Member
FDIC

Date

Employer/Depositor's Name

Address

City, State, Zip

I have opened a new deposit account at First National Bank Minnesota. Please use this new account for any future deposits effective as of this date _____.

New Financial Institution:

First National Bank–Minnesota

Routing Number: 091901338

Checking Account Number: _____

Savings Account Number: _____

If you have any questions about this request, please contact me during the day/evening (circle one) at _____ (phone number).

Thank you.

Sincerely,

Signature

Name (please print)

Address

City, State, Zip

*Direct Deposits from government and some private sources may require a separate authorization form. Please check with a Customer Service Representative to see if your deposits require a different form.

Social Security Customers, please call the Social Security Administration at 1-800-772-1213. For VA benefits, please call the Department of Veterans' Affairs at 1-877-838-2778 for further information.



Date

Name of Company Making Automatic Withdrawal

Address

City, State, Zip

To Whom It May Concern:

You are currently automatically withdrawing \$_____ (amount)
for my _____ (what payment/deposit is for)
from _____ (account or other identifying number),
on _____ (recurring date)

from the following account: Old Bank: _____

Bank Routing Number: _____

Account Number: _____

I have opened a new deposit account at First National Bank Minnesota. Please use this new account for any future withdrawals effective as of this date: _____. I have stapled a voided check from my new account to this page.

New Account Information: First National Bank Minnesota

Routing Number: 091901338

Checking Account Number: _____

Savings Account Number: _____

If you have any questions about this request, please contact me during the day/evening (circle one)
at _____ (phone number).

Thank you.

Sincerely,

Signature

Name (please print)

Address

City, State, Zip



3.

Authorization to Close Account

Date

Bank's Name

Address

City, State, Zip

To Whom It May Concern:

Please close my account _____(account number).

Please be advised that, to the best of my knowledge, all checks and authorized debits have cleared the above referenced account. I wish to close this account and have the remaining balance sent to me at the address below.

If you have any questions about this request, please contact me during the day/evening (circle one) at _____ (phone number).

Thank you.

Sincerely,

Signature

Name (please print)

Address

City, State, Zip