

MAKE THE SWITCH TODAY!

We make it easy, let us take care of all the details.




FirstBank

Thank you for considering FirstBank as your banking partner. We'd love to build a relationship with you and eliminate the hassle of switching your accounts.

Follow these 4 simple steps to switch:

1

Open and start using your FirstBank account.

We will partner with you to help you choose the accounts and services that best fit your needs.

2

Create your electronic transaction checklist.

The enclosed electronic transaction checklist will help you identify all direct deposits and automatic payments that are reflected in your current accounts. Make sure to also include any recurring debit card transactions on this list as well. The checklist helps to ensure you haven't missed anything! Once identified, please proceed to step three.

3

Change online and recurring deposits and withdrawals.

While most companies will allow you to make changes to automatic payments and direct deposits online, paper change forms are also included in this kit for your convenience. Fill out the automatic withdrawal and direct deposit authorization forms for each item reflected on your checklist and follow the instructions.

4

Close your former account.

After all your checks have cleared and your direct deposits and automatic payments are posting to your new FirstBank account, make sure to properly close your other account. Ask the financial institution for their account closing procedures.

Call

800-413-4211

Visit

A branch near you.

Click

www.FirstBankOnline.com

Email

Online@FirstBankOnline.com

Electronic Transaction Checklist



Direct Deposit - List all direct deposits to your account(s):

Deposit Type	Company or Institution Name	Account Number	Amount	Date	Completed ✓
Employer Payroll					
Social Security					
Pension/Retirement Plan					
Investment/Brokerage					
Other:					
Other:					
Other:					

Automatic Payments/Transfers - List all withdrawals from your account(s):

Deposit Type	Company or Institution Name	Account Number	Amount	Date	Completed ✓
Home/Auto Insurance					
Life Insurance					
Cable/Satellite/Internet					
Gas/Electric					
Water					
Telephone/Cell					
Mortgage					
Auto Loan					
Home Equity Loan					
Personal Loan					
Credit Card					
Other:					
Other:					
Other:					
Other:					

Direct Deposit Authorization

You can use your keyboard to fill out this form online, or you can print the form and complete by hand.

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your FirstBank account. Use one form for each direct deposit.

Notification of Direct Deposit Authorization Change

Company or Employer:

Address:

City, State, ZIP:

Employee ID:
(if applicable)

Effective immediately, please deposit the net amount of my check to my FirstBank account. I authorize (name of depositor) to automatically deposit funds into the account below. This authorization shall remain in place until I have submitted a new authorization form, or until this authorization is changed or revoked by me in writing.

Place an X next to your desired option.

☐ Net amount to FirstBank CHECKING

Account # Routing # **084307033**

☐ Net amount to FirstBank SAVINGS

Account # Routing # **084307033**

Signature:

Name:

Address:

City, State, ZIP:

Phone Number:

Direct Deposit Checklist:

Use the Electronic Transaction Form you completed for your direct deposits you need to transfer. These are the most common:

- Payroll
- Investments
- Retirement Plans
- Social Security

Automatic Withdrawal Authorization

You can use your keyboard to fill out this form online, or you can print the form and complete by hand.

Use this form to authorize a change to any automatic payment, deduction, or withdrawal from your account. Use one form for each automatic withdrawal. Many companies and agencies make it easy to change your account online.

Notification of Withdrawal Authorization Change

Name of Company:

Account Number:

Payment Amount:

Address:

City, State, ZIP:

Phone:

Please **change** my automatic withdrawal from the following account.

Financial Institution:

Account # Routing #

Please make all **future** automatic withdrawals from the following account.

Financial Institution: **FIRSTBANK**

Account # Routing # **084307033**

Thank you very much.

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature:

Name:

Address:

City, State, ZIP:

Phone Number:

Automatic Withdrawal Checklist:

Use the Electronic Transaction Form you completed for the direct deposits you need to transfer. These are the most common:

- Home Mortgage
- Auto Loans
- Utilities
- Insurance
- Cable/Internet
- Gym/Club Memberships
- Credit Cards
- Investments
- Subscriptions
- Charity Donations