

Easy Switch Checklist

- *Account Closing Form*
- *Payroll Direct Deposit Authorization Form*
- *Automatic Payment / Deposit Switch Form*
- *Account Balance Worksheet*

You may check the boxes next to the items you have completed (if any). As you continue completing items, simply check off the boxes on your printed copy.

- Make sure all checks have cleared on your checking account.**
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.**
- Send written notice to your direct deposit vendors (payroll, social security*, CD interest payments, etc.) of the changes in your relationship.**
(Use Direct Deposit Authorization Form)
- *For social security deposits, changes may be made by calling Social Security Administration at 1-800-772-1213.**
- Send written notice to your vendors who automatically take your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are closing the account.**
(Use Automatic Payment Switch Form)
- Send notification of new account information to vendors who you want to continue to generate automatic withdrawals instead of paying by BillPay; or use this notification to start a new automatic payment with a vendor.**
(Use Automatic Payment Switch Form)
- Send written notice to financial institution that you are closing the account.**
(Use Existing Account Closing Form)

**Please call 608.363.8000 or 800.667.4401
if you have any questions regarding your “easy switch”
to First National Bank and Trust Company.**

www.bankatfirstnational.com

Retain this checklist for your records.

Switching to a First National Bank and Trust Company checking account has never been faster with First National Banks' Easy Switch Kit.

1. Open your new First National Bank and Trust Company checking account.

You can open an account by visiting any of our convenient locations throughout Southern Wisconsin and Northern Illinois.

2. Stop using your old account.

Let all of your checks clear. Destroy any unused checks, ATM and debit cards and deposit slips.

3. Move your Direct Deposits to Your New Account.

Once your checking account is opened, you will want to change any direct deposits to your new account. You will need to inform companies who make direct deposits on your behalf to use the new account.

You can use the Payroll Direct Deposit Authorization Form to notify these companies of the change. Use one form for each direct deposit, fill it out and send it to the company making the deposit.

Forms:

- Payroll Direct Deposit Authorization Form
- Automatic Payment / Deposit Switch Form
- Account Closing Form
- Account Balance Worksheet
- New Account Conversion Checklist

For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213

4. Move your Automatic Withdrawals to Your New Account.

You will want to change any automatic payments that are being drafted from your old account. You will need to notify the companies making those drafts of the change in accounts.

You can use the Automatic Payment/Deposit Switch Form to notify these companies of the change. Use one form for each company making an automatic payment/deposit, fill it out and send to the company making the payment/deposit.

5. Close Your Old Account.

You can send a written notice to close your old checking account using the Account Closing Form.

If, after all your checks have cleared, you have a remaining balance, your old bank will send you a check for the remaining balance. You can calculate your remaining balance by using the Account Balance Worksheet.

6. New Account Conversion Checklist.

Please call 608.363.8000 or 800.667.4401, if you have any questions regarding your “Easy Switch” to First National Bank and Trust Company.



**First National Bank[®]
and Trust Company**

Servicing Your Needs First

Existing Account Closing Form



Servicing Your Needs First

Complete this form and return to your old bank.

To Whom it may concern:
Please close my account described below.

Name(s) on Account

Social Security / Tax Identification Number

Account Number

Account Type

Check Only One:

- No Disbursement of funds is necessary**
- The account balance is zero.
 - I have deposited a check for the balance in my new bank.

- Disbursement of funds is necessary.** Prepare a cashier's check for the balance of my account payable to:

Name

Address

City

State

Zip

- FNBT for the benefit of _____
FNBTC Checking Account Holder's Name

To be deposited in Account number: _____

Please include my Social Security number: _____

Please prepare a cashier's check for the balance of my account, with my social security number and the account number above and mail to:

**First National Bank and Trust Company
Deposit Operations
345 East Grand Avenue
Beloit, WI 53511**

Thank you for your prompt attention to this matter. Sincerely,

Customer Signature

Date

Joint Account Holder Signature

Date

One form should be used for each request. Please make additional copies as needed.

Payroll Direct Deposit Authorization



Servicing Your Needs First

Complete this form for each company with which you have a payroll direct deposit.

Please Note: If you have social security or other direct deposit, please use the Treasury Department, Standard Form 119A.

For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, 1-800-772-1213.

Send the direct deposit authorization form to the company* making the different deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other governmental direct deposit see note in left column.

Last Name First Name

Street Address

City State Zip

Work Phone

Home Phone

Social Security Number

Employer's Name Phone Number

Employee ID Number or Department

List Account Numbers Below:

Previous Account Number

Previous Bank Name

075900973

New FNBT Account Number & Routing Transit

Checking Savings

Type of Account

Check Only One:

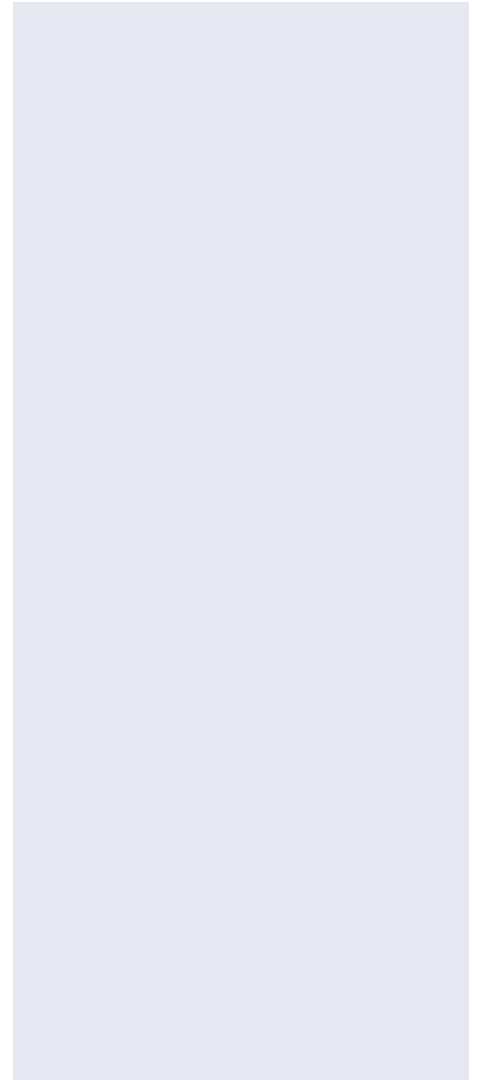
A New authorization for Direct Deposit. Not currently using Direct Deposit.

Please change my existing authorization. Transfer automatic payment from my previous bank to First National Bank and Trust Company.

Employee Signature Date

Employer Signature Date

Staple VOIDED check from your New First National Bank and Trust Company below:



*You should use one form for each company. Please make additional copies as needed.

You may want to keep your previous account open for 2 months in order to ensure all Direct Deposit transfers are complete.

Automatic Payment/Deposit Switch Form



Servicing Your Needs First

Complete and sign one copy of this form for each automatic payment or automatic depositor (other than payroll) and mail to the institution that deposits to your old account.*

This form will notify merchants to redirect automatic payments or automatic deposit transactions (ie. CD interest payments) to First National Bank and Trust Company. To ensure accuracy, please attach a voided check from your new FNBT Account to each Automatic Deposit Switch Form that you use (see below).

To:

Merchant/Company Name

Merchant/Company Address

City State Zip

From:

Name

Address

City State Zip

ID Number or Department

Please redirect my:

Automatic Payment Automatic Deposit

To my new FNBT Checking Account Effective:

Immediately Or Beginning ___/___/___

Account Number _____ Routing Number **075900973**

Signature _____

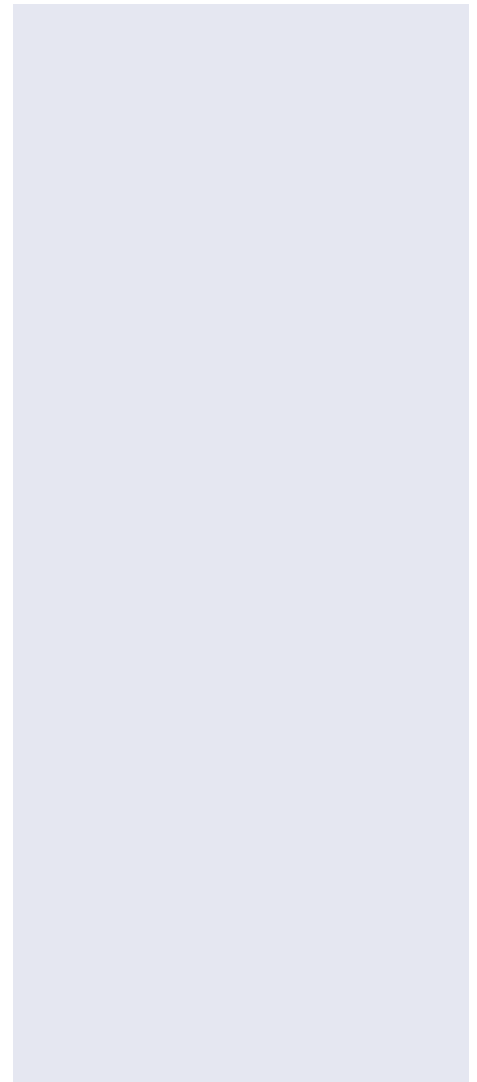
Social Security / Tax Identification Number _____

Daytime Phone Number _____

**You may be able to notify merchants to redirect automatic payment or automatic deposit transactions to First National Bank and Trust Company via the merchant's webpage.*

You should use one form for each company. Please make additional copies as needed. You may want to keep your previous account open for 2 months in order to ensure all Direct Deposit transfers are complete.

**Staple VOIDED check from your
New First National Bank and
Trust Company below:**



Account Balance Worksheet



First National Bank and Trust Company
Servicing Your Needs First

Complete this form to figure out what's available in your old checking account to deposit into your new First National Bank and Trust Company account.

Use this worksheet to balance your checkbook register with the checking account balance shown on your most recent bank statement. Be as accurate as possible when completing this form. This worksheet will help you know what's available in your old checking account to deposit into your new First National Bank and Trust Company account.

1. Enter your account balance shown on your checking statement. \$ _____
Last statement balance

2. Enter deposits that do not appear on your statement.
Include interest earned and deposits made through ATMs and direct deposits. +\$ _____
Total Deposits

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. Subtotal by adding steps 1 and 2. =\$ _____
Last Balance + Deposits

4. Enter outstanding checks, transfers or withdrawals not appearing on your statement.
Include any debit card purchases, ATM withdrawals, automated payments and fees. -\$ _____
Total Outstanding Debits

Date / Ck#	Amount	Date / Ck#	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Subtract step 4 from step 3. =\$ _____
This should match your checkbook register balance. Checking Account Balance

Retain this worksheet for your records.