



220 W. Waupaca Street  
PO Box 268  
New London, WI 54961  
1-800-994-2500

## SWITCH KIT CHECKLIST

We want to make your switch to First State Bank as easy as possible for you. Use this handy checklist to identify accounts, deposits, payments, and other account related transactions that you need to change. Then complete the appropriate forms from our Switch Kit to communicate your new account information. Your Relationship Manager can also help you with this.

### New First State Bank Account Number(s):

Checking \_\_\_\_\_ Savings \_\_\_\_\_  
Debit Card \_\_\_\_\_ Other \_\_\_\_\_

First State Bank **Transit/ABA#: 075907497**

### Direct Deposit (use Direct Deposit Authorization Form)

☐ Payroll ☐ Social Security ☐ Government ☐ Other \_\_\_\_\_ Form Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_  
Company/Payer Name \_\_\_\_\_ Change Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Payroll ☐ Social Security ☐ Government ☐ Other \_\_\_\_\_ Form Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_  
Company/Payer Name \_\_\_\_\_ Change Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Payroll ☐ Social Security ☐ Government ☐ Other \_\_\_\_\_ Form Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_  
Company/Payer Name \_\_\_\_\_ Change Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

### Automatic Payments (use Automatic Payments Authorization Form)

|                 | Company | Account# | Changed<br>Online | OR | Form<br>Mailed | Complete                 |
|-----------------|---------|----------|-------------------|----|----------------|--------------------------|
| Gas             | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Electric        | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Telephone       | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Cell Phone      | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Internet        | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Cable/Satellite | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Water/Sewer     | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Garbage         | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Newspaper       | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Insurance       | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Mortgage        | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Car Loan        | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Credit Card     | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Other (_____)   | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |
| Other (_____)   | _____   | _____    | ____/____/____    |    | ____/____/____ | <input type="checkbox"/> |



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**Accounts to Transfer/Close** (use "Close My Account Authorization Letter")

Once you are certain that 1) all of your outstanding checks and payments have cleared your old account, 2) all of your direct deposits have been successfully switched, and 3) your automatic payments have been changed, you should be ready to notify your previous financial institution to close your accounts:

☐ Checking ☐ Savings ☐ Other \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Account# \_\_\_\_\_ Letter Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Closure Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Checking ☐ Savings ☐ Other \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Account# \_\_\_\_\_ Letter Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Closure Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Checking ☐ Savings ☐ Other \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Account# \_\_\_\_\_ Letter Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Closure Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Checking ☐ Savings ☐ Other \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Account# \_\_\_\_\_ Letter Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Closure Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Checking ☐ Savings ☐ Other \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Account# \_\_\_\_\_ Letter Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Closure Complete \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Checking ☐ Savings ☐ Other \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Account# \_\_\_\_\_ Letter Mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Closure Complete \_\_\_\_/\_\_\_\_/\_\_\_\_