



EASY SOLUTIONS KIT

NO HASSLES. JUST FOLLOW THESE EASY STEPS. WE'VE MADE IT EASIER FOR YOU TO SWITCH BANKS WITH OUR EASY SOLUTIONS KIT.

1. Stop using your existing checking account

- a. Be sure to leave sufficient funds in the account to cover all outstanding checks and payments.
- b. Destroy any remaining checks on hand and debit cards associated with the account.

2. Change any direct deposits

- a. Complete the Automatic Transaction Inventory for all of your direct deposits. Arrange to transfer direct deposits to your new checking account.
- b. We have included a Direct Deposit Authorization form. Take it directly to your employer.
- c. If you receive Social Security payments call 800-772-1213 to make the switch.
- d. Your account number and routing number can be found on your temporary checks.

At the bottom of your check

ROUTING NUMBER	CHECK NUMBER	ACCOUNT NUMBER
101205050	101	000123

3. Change your automatic Payments

- a. Make arrangements to transfer any automatic payments to your new checking account.
- b. You may use the Request to Transfer Automatic Payments form, then follow up with each biller using the toll-free number on your bill 14 days after sending the form.
- c. Your account number and routing number can be found at the bottom of your checks as shown above.

4. Close your old account

- a. Allow all outstanding checks and auto payments to clear and balance the old account.

REQUEST TO TRANSFER AUTOMATIC PAYMENTS

Please complete, sign, and send a copy of this letter to each company that you currently pay using an automatic withdrawal from your account. Attach a voided check from your new account to each request.

Date: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Attention: _____
Subject: Switching Automatic Payments for Account #

To whom it may concern:

The bank account currently used for my automatic payments is no longer active. Please immediately change my automatic payment to the bank account listed below.

BANK of WESTON
18255 Hwy 45 N
Weston, MO 64098
Bank Routing Number: _____
Bank Account Number: _____

If you have any questions regarding this request, please call me immediately at the number listed below. Thank you for your assistance.

Signature: _____
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone #: _____

DIRECT DEPOSIT AUTHORIZATION

Please complete each field in the form and return the signed form along with a voided check to your employer.

COMPANY INFORMATION

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone #: _____

EMPLOYEE INFORMATION

Name: _____
Employee ID: _____ Social Security #: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone #: _____

FINANCIAL INSTITUTION INFORMATION

BANK of WESTON
18255 Hwy 45 N
Weston, MO 64098
Routing # 101205050

FOR ANY DIRECT DEPOSIT RELATED QUESTIONS PLEASE CALL 816-640-5252

DEPOSIT INFORMATION

Account Type: Checking _____ Savings _____ Money Market _____
Account #: _____ Amount (\$ or %) _____
Account Type: Checking _____ Savings _____ Money Market _____
Account #: _____ Amount (\$ or %) _____

I authorize the above named employer to make deposits into the account(s) identified above and authorize the bank to accept such deposits. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Clearing House Association. I understand that this authorization replaces any previous authorization and will remain in full force and effect until the company named above has received written notification from me of its termination in time to afford the company and the depository a reasonable opportunity to act.

Employee Signature: _____ Date: _____

ATTACH A VOIDED CHECK FROM YOUR NEW ACCOUNT