

# Switch Kit

We want to make your switch to First Landmark Bank as smooth and easy as possible. This kit includes everything you'll need to make your transition. And our helpful staff will be there to guide you--*every step of the way!*

## Four simple steps...

### 1. Open a new account with First Landmark Bank.

One of our friendly Customer Service Representatives will help you choose the account that best suits your needs.

### 2. Redirect your automatic payments to your First Landmark Bank account.

We've included all the forms you'll need to contact the companies and financial institutions who handle your automatic withdrawals. Just fill them out and sign. Need help? Bring them to any location, and we'll be happy to help.

### 3. Redirect your direct deposits to your First Landmark Bank account.

We've included all the forms you'll need to contact the companies and financial institutions who handle your automatic deposits. Just fill them out and sign. Need help? Bring them to any location, and we'll be happy to help.

### 4. Close your old account

First, make sure all of your checks have cleared and all of your automatic debits and deposits have switched. When it's time to notify your old bank about closing your account, just complete the letter we've provided. Be sure to shred your old checks, deposit tickets, ATM cards and ATM Debit Cards.

## Checklists

To help you keep track of your switch, we've included checklists. You can use these to track all of the information you need to move your direct deposits, payments, and close your account.

# 1 1.

## *Open an Account with First Landmark Bank*

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record all information that identifies each person who opens an account. When you open an account, we will ask you for your name, address, date of birth, and other information that will allow us to identify you. We will also ask to see your driver's licences or other identifying documents. Checks cannot be ordered for the account until ALL signers have presented themselves with proper identification and information.

# 2.2.

## Change Automatic payments

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

To Whom it May Concern:

I have recently switched banks and will need to have my automatic payment changed immediately from my old account to my new account with First Landmark Bank.

Amount of Payment \_\_\_\_\_

Billing Account Number \_\_\_\_\_

Type of Payment \_\_\_\_\_

The payments are currently coming from:

Name \_\_\_\_\_

Old Financial Institution \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Please change this payment to my new account with First Landmark Bank as soon as possible:

Institution Name First Landmark Bank

Account Number \_\_\_\_\_

Routing Number 061121119

If you have questions, or need additional information, please contact me at:

Phone number \_\_\_\_\_

Thank You.

Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

*Make Copies as Needed*

**ENCLOSED:** Voided Check from my First Landmark Bank Account

# Change Payroll Direct Deposits

3.

Date \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

To Whom it May Concern:

I have recently switched banks and will need to have my payroll direct deposit changed immediately from my old account to my new account with First Landmark Bank. You are currently depositing MY ENTIRE PAYCHECK/PART OF MY PAYCHECK (circle one).

Name \_\_\_\_\_  
Social Security Number \_\_\_\_\_

My Payroll Deposits are currently going to:

Old Financial Institution \_\_\_\_\_  
Account Number \_\_\_\_\_  
Bank Routing Number \_\_\_\_\_

Please change this direct deposit to my new account with First Landmark Bank as soon as possible:

Institution Name First Landmark Bank  
Account Number \_\_\_\_\_  
Routing Number 061121119

If you have questions, or need additional information, please contact me at:

Phone number \_\_\_\_\_

Thank You.

Sincerely,

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**ENCLOSED:** Voided Check from my First Landmark Bank Account

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4.

# Request to close account

Date \_\_\_\_\_

Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

To Whom it May Concern:

I have recently switched banks and would like to formally notify you to close my account(s) with you. All of my checks and automatic debits have cleared my account(s), and I have already switched my direct deposit and automatic debits.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Please close the following account(s):

Account Number \_\_\_\_\_

Account Number \_\_\_\_\_

Account Number \_\_\_\_\_

Please forward the remaining balance to me at the following address:

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

If you have questions, or need additional information, please contact me at:

Phone number \_\_\_\_\_

Thank You.

Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Joint Account Holder Signature \_\_\_\_\_

Joint Account Holder Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Change Automatic Payments**

<b>Company Name</b>	<b>Date letter mailed</b>	<b>Date switch completed</b>	<b>Notes</b>

**Change Direct Deposits**

<b>Company Name</b>	<b>Date letter mailed</b>	<b>Date switch completed</b>	<b>Notes</b>

**Outstanding Checks**

<b>Check Payee</b>	<b>Check #</b>	<b>Check Amount</b>	<b>Date Cleared</b>

**S t a t e S e r v i c e K e e p e r s**