



Account Switch Kit

Check List
Direct Deposit Form
Automatic Payment Form
Account Closure Form



First State

Community Bank *Account Switch Kit*

Check List

Congratulations! You've made an excellent choice by switching to First State Community Bank. Please take a moment to review the following Check List.

- Order Your Personalized Checks (They should arrive in your mailbox in about 10-14 days.)
- Order a First CheckCard (Debit card) – FREE (Your card and your PIN will arrive separately. Expect to receive both items in about two weeks.)
- Enroll in FirstNet (24-hour On-line Banking) – FREE (You should have access to FirstNet within one business day.)
- Enroll in On-line Bill-pay Service – FREE (You may enroll in the free on-line bill-pay service any time you are using FirstNet, and you will have immediate access.)
- Pick up a Locations & Hours brochure so that you have a ready reference for locating a First State Community Bank wherever you are in Southeast Missouri
- Jot Down Our Web Site – www.fscb.com - for Future Reference
- Review your other financial needs at this time and let your Customer Service Representative know what other types of accounts with which you may need help today.
 - Savings Account for Yourself or Family Member (College fund? Vacation fund? Etc.)
 - Christmas Club Account (Save for Christmas and/or End-of-year Expenses)
 - Special Clubs for VIPs 50+ (Horizons Club) and Kids (Junior Savers Club)
 - Certificate of Deposit (Ask for Current Rate Sheet)
 - IRA (Make Saving for Retirement a Priority)
 - Loans (Buying a home? Refinancing? Renovations? Buying a car or boat? Etc.)
 - Investments (CFS) and/or Insurance (FSIA)
- Using your old checking account register and current statement, reconcile your account to confirm outstanding checks. Keep track of checks that have cleared, and when everything has cleared, send an Account Closure Form to your previous financial institution.
- Use the Automatic Payment Form and the Direct Deposit Form to make the switch as easy as possible.

Member FDIC



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Direct Deposit Form

Complete and submit this form to any company automatically depositing funds to your existing checking/savings account. (You may be required to complete an additional form from your company or organization.) Make as many copies of this form as you need.

Employer/Depositor _____

Address _____

City _____ State _____ Zip _____ Telephone _____

My old financial institution _____

Please redirect future deposit to the following account:

First State Community Bank ♦ 201 E. Columbia St. ♦ Farmington, MO 63640 ♦ (573) 756-4547

Routing Number: 081918425 Account Number: _____

I, (print name) _____ hereby authorize direct deposit of my funds to be sent to my checking/savings account at First State Community Bank. Please make this new direct deposit effective by (date) _____. I will continue to monitor my existing checking/savings accounts to confirm the changes requested in this form. I will not close any existing accounts until the changes have been made and all outstanding checks and payments have cleared. If you have any questions about this request, please contact me at (____) _____.

Thank you.

My Legal Name _____

Address _____

City _____ State _____ Zip _____ Soc. Sec # _____

Signature _____ Date _____

To ensure that you have not omitted any deposits, we recommend that you review a minimum of three consecutive account statements.

Social Security Direct Deposit: (800) 772-1213

VA Direct Deposit: (800) 827-1000

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Automatic Payment Form

Complete and submit this form to any creditor automatically withdrawing funds from your existing checking account. (You may be required to complete an additional form from your company or organization.) Make as many copies of this form as you need.

Company Making Automatic Withdrawal _____

Address _____

City _____ State _____ Zip _____ Telephone _____

You are currently withdrawing \$ _____ for account number _____
from my checking/savings account number _____ at:

Name of old Financial Institution _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Future Automatic Payments will come from:

First State Community Bank ♦ 201 E. Columbia St. ♦ Farmington, MO 63640 ♦ (573) 756-4547

Routing Number: 081918425 Account Number: _____

I, (print name) _____ hereby authorize you to redirect future automated payments from my checking/savings account at First State Community Bank, effective (date) _____. If you have any questions about this request, please contact me at (____) _____. Thank you.

My Legal Name _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

To ensure that you have not omitted any payments, we recommend that you review a minimum of three consecutive account statements. (Have you thought about your mortgage, telephone/cell phone, Internet, investments, cable/satellite, insurance, charities, loans, credit cards, electricity, health clubs, etc.?)

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Account Closure Notice

Complete and sign this form to allow First State Community Bank to close your account at another financial institution. If you are closing multiple accounts, please submit a form for each account. Make as many copies of this form as you need.

Previous Financial Institution _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Type of Account (Checking/Savings) _____

Account Number _____

I, (print name) _____ hereby authorize the closing of the specific account listed above. All my checks have cleared this account and all direct deposits and automatic payments have been stopped. Please send balance of account to:

First State Community Bank ♦ 201 E. Columbia St. ♦ Farmington, MO 63640 ♦ (573) 756-4547

Routing Number: 081918425 Account Number: _____

Primary Account Holder's Legal Name _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

Joint Account Holder's Legal Name _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

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