MAQUOKETA
STATE BANK
An Ohnward Bancshares Bank

# SWITCH KIT

## GUIDE TO MAKING SWITCHING TO MAQUOKETA STATE BANK EASY.

Interested in switching your accounts to Maquoketa State Bank, but not sure how to get started? That's why we've developed the Maquoketa State Bank Switch Kit, a step-by-step checklist to help make your transition to a new Maquoketa State Bank account quick and easy.

**Just follow the simple steps to get started.**

If we can be of any assistance throughout the transition, please call any of our branch locations or our customer service department at 866-872-3979. Thank you for choosing Maquoketa State Bank. We value and appreciate your business!

Member FDIC
EQUAL HOUSING LENDER

MAQUOKETA STATE BANK
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# SWITCH KIT: 6 SIMPLE STEPS

## Step 1 OPEN AN ACCOUNT

Visit our website at www.maquoketasb.bank to find the Maquoketa State Bank location closest to you.

Stop by a bank location for help selecting the accounts that will work best for your needs. You can also review our account options on our website under Personal Banking.

Call us at 866-872-3979 if you have any questions.

## Step 2 SIGN UP FOR MAQUOKETA STATE BANK ONLINE BANKING

Our online banking service allows you to easily make changes and track your account activity. To get started, visit www.maquoketasb.bank and click on Enroll in Online Banking under the Internet Banking Login at the top right corner of the homepage.

## Step 3 STOP USING YOUR FORMER ACCOUNT

Begin using your new Maquoketa State Bank account as soon as possible.

Be sure to leave sufficient funds in your former account until all of your checks have cleared and any automatic withdrawals have been successfully transferred to Maquoketa State Bank.

## Step 4 CHANGE YOUR DIRECT DEPOSITS TO MAQUOKETA STATE BANK.

Contact your employer and other sources of direct deposits to change them to your Maquoketa State Bank account. You can use our included Direct Deposit Authorization Change Form, and attach a voided Maquoketa State Bank check to the form.

## Step 5 CHANGE YOUR AUTOMATIC PAYMENTS OR WITHDRAWALS TO MAQUOKETA STATE BANK

Automatic payments such as utility bills and other vendor payments that are automatically debited from your account will need to be notified of the new Maquoketa State Bank account. Have your new checking account number and routing number handy when you call or go online to make the switch. If they require written notification, use our included Automatic Payment or Withdrawal Authorization Change Form.

## Step 6 CLOSE YOUR FORMER ACCOUNT AT THE OTHER INSTITUTION

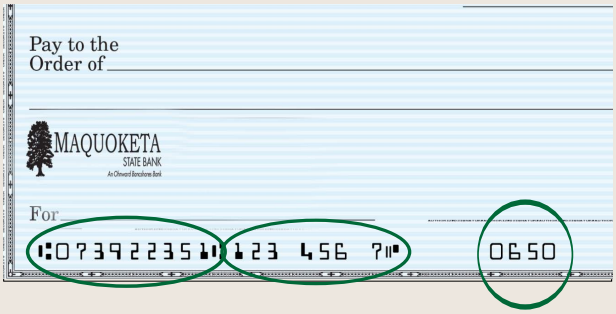
Use our attached Account Closing Form to close your account at the other banking institution.

Once you close your account at the other institution, remember to shred or destroy any old checks for security purposes.

## ROUTING & ACCOUNT NUMBERS

The bank's routing number is the 9-digit number located in the bottom left corner of your check.

Your account number is the set of numbers appearing just after the routing number or to the right of the check sequence number. Although your Account Number may contain spaces and symbols, do not type them.




ROUTING NUMBER ACCOUNT NUMBER CHECK #

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# AUTOMATIC PAYMENT CHECKLIST

**Use this form to gather all of your auto pay and deposit information in one place for easy reference.**

## Automatic Payment Checklist

| PAYMENT | COMPANY | ACCOUNT NUMER | AMOUNT | DATE DUE |
|---|---|---|---|---|
| Mortgage/Rent | | | | |
| Auto Loan | | | | |
| Insurance | | | | |
| Credit Card 1 | | | | |
| Credit Card 2 | | | | |
| Credit Card 3 | | | | |
| Gas/Oil | | | | |
| Electric | | | | |
| Cable/TV | | | | |
| Telephone | | | | |
| Cell Phone | | | | |
| Water | | | | |
| Trash Removal | | | | |
| Internet Provider | | | | |
| Health Club | | | | |
| Investments | | | | |
| IRA/Retirement | | | | |
| Charities | | | | |
| Daycare | | | | |
| Tuition/School | | | | |
| Other | | | | |

## Direct Deposit Checklist

| PAYMENT | COMPANY | ACCOUNT NUMER | AMOUNT | DATE DUE |
|---|---|---|---|---|
| Employee Payroll | | | | |
| Pension/Retirement Plans | | | | |
| Social Security | | | | |
| Investment Incomes | | | | |
| Other | | | | |

## Useful numbers and Websites

| | | |
|---|---|---|
| Social Security Administration | 800-772-1213 | www.ssa.gov |
| Office of Personnel Management | 888-767-6738 | www.opm.gov |
| Railroad Retirement Board | 800-808-0772 | www.rrb.gov |
| Department of Veterans Affairs | 877-838-2778 or 800-827-1000 | www.va.gov |

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# ACCOUNT CLOSING

## Use this form to Close Your Account at another bank institution and request a check for the remaining balance.

To: (Bank Name)

(Bank Address)

(City, State, Zip)

Primary Account Holder: (Your Name)

(Home Address)

(City, State, Zip)

Cell/Phone:

Secondary Account Holder: (Secondary Name)

(Secondary Home Address)

(Secondary City, State, Zip)

**Please accept this as my authorization and direction to close my account with your institution.** Date:

Account Number:

◯ Checking ◯ Savings ◯ CD ◯ Money Market (Check one)

**Please send the check in the amount of my account balance plus any accrued interest to my attention at the address on file.**

**If you should have any questions regarding this transaction please call me at the number listed above.**

Sincerely,

Sign Here

_____

Print Name

## Note:

If there are multiple accounts involved please complete a form for each account.
Verify all checks and payments have cleared prior to submitting this form to close your account.

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# AUTHORIZATION CHANGE FORM

**Use this form to change your Automatic Payments or Withdrawals to Maquoketa State Bank (e.g. loan payment, insurance payment, transfers to brokerage accounts or savings accounts).**
**Note: if you have multiple payments involved please use a form for each payment.**

To: (Company Name)

(Address of Company)

(City, State, Zip)

From: (Name)

(Home Address)

(City, State, Zip)

Cell/Phone:

**Please accept this letter as authorization to change the bank account information for automatic payments or withdrawals**

Date:

In the Name of:

Customer Account Number:

Payment Type: (i.e. Mortgage, Auto, Utilities, etc)

Approximate amount of transfer:

**Effective immediately, the new bank information is as follows:**

Maquoketa State Bank Account Number:

◯ Checking ◯ Savings ◯ CD ◯ Money Market (Check circle)

ABA Bank Routing Number: **073922351**

**If you should have any questions regarding this transaction please call the number listed above.**

**Please send me written confirmation of when the change will be effective.**

Sincerely,

Sign Here

_____

Print Name

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# DIRECT DEPOSIT CHANGE FORM

**Use this form to change your direct deposit to Maquoketa State Bank (payroll, dividends, royalties, etc.)**

To: (Company Name/Employer Name)

(Address of Employer Company)

(City, State, Zip)

Primary Account Holder: (Name)

(Home Address)

(City, State, Zip)

Cell/Phone:

Secondary Account Holder: (Name)

(Home Address)

(City, State, Zip)

**Please accept this letter as authorization to change the bank account information for direct deposit**

Date:

In the Name of:

Customer Account Number:

Payment Type: (i.e. Payroll, Pension/Retirement, Investment Income, other-please specify)

**I am aware that some automatic deposits require advance notice of changes. Please include those notice periods when determining the new effective date.**

**Effective immediately, the new bank information is as follows:**

Maquoketa State Bank Account Number:

◯ Checking ◯ Savings ◉ CD ◯ Money Market (Check circle)

ABA Bank Routing Number: **073922351**

If available, attached is a voided check from my account.

**If you should have any questions regarding this change, please call the number listed above.**

**Please send me written confirmation of when the change will be effective.**

Sincerely,

Sign Here

Print Name