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# 5-Step Switch Kit

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**Are you in the market for a new financial institution? If the uncertainty of how to switch or where to start is the only thing keeping you where you are, let us guide you through making the move. Spencer County Bank has all the tools you'll need to make the switch.**

**We've created this easy-to-follow 5-Step Switch Kit to make the process of moving your accounts to us as seamless as possible.**

## Switching to Spencer County Bank is easy!

We've created the our Switch Kit to make the process of transferring your accounts to us quick and easy. Our Switch Kit offers step-by-step instructions, as well as forms and/or documentation you may need.

We offer a wide variety of products and services. With 5 full-service locations, our friendly staff is "right around the corner" and ready to assist you in your move.

### Step #1: Open your new SCB account(s)

Stop by any of our 4 full-service locations to speak with a New Account Representative today. Our knowledgeable staff can guide you in choosing the perfect accounts, products, and services to best fit your needs. Complete the [New Account Information Form](#) to ensure you have all of the required information/documentation we'll need to open your account.

### Step #2: Make a list of automatic transactions

Use the [Automatic Transactions Worksheet](#) to make a complete listing of all direct deposits and automatic payments/transfers. To assist you, we've listed a few of the most common. You may want to consider looking back on old statements as a way to verify you've listed them all. Use this list as a reference when completing Steps #3 and #4.

### Step #3: Transfer direct deposits

Complete the [Direct Deposit Change Form](#) for all direct deposit sources. This may include payroll, pensions, child support, etc. Deliver this form to the company/office initiating the direct deposit. If you have online access to your account, you may be able to make these changes online.

### Step #4: Transfer automatic payments

Complete the [Automatic Payment Change Form](#) for all automatic payments/transfers being made from your account. This may include car payments, insurance payments, utilities, mortgages, etc. Deliver this form to the company you're sending payment. If you have online access to your account, you may be able to make these changes online.

### Step #5: Close your old accounts

Once you've transferred all deposits and payments and verified that all outstanding items have cleared, you are ready to close your old accounts. Complete the [Account Closing Letter](#) and deliver it to your old financial institution to close your account(s). If not in person, please be sure to specify where you would like your funds sent.

### Online Banking

Fast, easy, and convenient; Our Internet Banking is available 24/7. Check account balances, make loan payments, pay bills (must be enrolled), set account alerts, and/or transfer from one account to another from the comfort of your own home.

### Mobile Banking

If you have an iPhone, iPad, or Android device, download our free Mobile Banking App and enjoy full-service banking solutions from anywhere! Check balances, transfer between accounts, pay bills (must be enrolled), locate ATMs, and manage your debit card.

### Online Bill Pay

Save on checks, envelopes, postage, and most of all, time, with our Online Bill Pay Service. Enjoy a bit of added functionality within the Mobile version with PicturePay. A quick and easy way to add and pay payees!

### Remote Transfer

Remote Account Transfer allows customers to transfer funds between accounts held at other financial institutions and those held at us. Online Banking Access is required.



## Switch Kit Step #1 – New Account Information Form

Please complete the following form and bring it along with you on the day of account opening.

### ☐ Individual Account

### ☐ Joint Account

\_\_\_\_\_  
Name of Primary Account Holder

\_\_\_\_\_  
Name of Joint Account Holder (If applicable)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address (If different)

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

\_\_\_\_\_  
City, State, Zip (If different)

\_\_\_\_\_  
Mailing Address (If Different)

\_\_\_\_\_  
Mailing Address (If different)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

### Primary Account Holder Information

### Joint Account Holder Information

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

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

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Mother's Maiden Name

\_\_\_\_\_  
Mother's Maiden Name

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Occupation

### I am interested in the following accounts and/or products:

- ☐ Checking   ☐ Savings   ☐ CD   ☐ IRA   ☐ Loan   ☐ Safe Deposit Box   ☐ Christmas Club  
☐ Online Banking   ☐ Bill Pay   ☐ Remote Account Transfer   ☐ Debit Card   ☐ Credit Card

Please note that both the Primary and Joint Account Holders will need to sign an official Signature Card in person at SCB before the account will be opened. In addition to the information provided, we will also need to take a photocopy of your driver's license(s) or other acceptable form of ID, as well as proof of Social Security Number (Social Security Card, W-2, etc.). Keeping these documents on file will help us to accurately identify you in the future.



## Switch Kit Step #2 – Automatic Transactions Worksheet

**Helpful Tip:** For reference, gather your most recent statements from your old financial institution. You may want to look back at several months to ensure you aren't missing any quarterly, semi-annual, or annual payments. If applicable, include information for utility payments, loan payments, health club memberships, etc. you have set up with your old accounts. (Use an additional sheet if necessary.) Use this information to then help you complete forms #3 and #4 where necessary.

**Direct Deposits:** List all direct deposits to your account(s).

Deposit Type	Company/Institution Name	Account Number	Amount	Date
Employer Payroll				
Social Security				
Child Support				
Pension/Retirement				
Investment/Brokerage				

**Automatic Payments/Transfers:** List all automatic withdrawals from your account(s).

Withdrawal Type	Company/Institution Name	Account Number	Amount	Date
Home/Auto Insurance				
Life Insurance				
Gas/Electric				
Phone				
Water				
TV/Internet				
Mortgage				
Credit Card				
Investments				

**Note:** You will want to keep track of the activity on your old account. Make sure that all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared before closing the account.



## Switch Kit Step #3 – Direct Deposit Change Form

**Attention:** (Enter the company you want direct deposits from here)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**From:** (Enter your personal information here)

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Social Security Number (If Required)

\_\_\_\_\_  
Phone Number

**Note:** For Social Security Deposits, a SCB employee can assist you in contacting the Social Security Administration at (800) 333-1795 or in signing up online at [ssa.gov/deposit](https://ssa.gov/deposit).

### To Whom It May Concern,

I have recently switched financial institutions. Please stop making direct deposits into my old account and begin making them to my new SCB account(s) as detailed below effective \_\_\_\_\_.

**New Account Information:** (Enter your Spencer County Bank information here)

\_\_\_\_\_  
SCB Routing/ABA Number

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

☐ Checking

☐ Savings

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

☐ Checking

☐ Savings

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deposit:** ☐ Total Amount ☐ \$ \_\_\_\_\_ Into the first account listed above.

**Deposit:** ☐ Total Amount ☐ \$ \_\_\_\_\_ Into the second account listed above.

**Tip:** Be sure to include a voided SCB check with this form. A starter check received upon opening the account will work.





## Switch Kit Step #4 – Automatic Payment Change Form

**Attention:** (Enter the company you want payments directed to here)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**From:** (Enter your personal information here)

\_\_\_\_\_  
Your Name

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

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone Number

### To Whom It May Concern,

I have recently switched financial institutions. Please redirect my automatic payments from my old account and begin withdrawing from my new SCB account as detailed below.

**Effective:** ☐ Immediately ☐ Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Frequency:** ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Annually ☐ Semi-Annually ☐ Other \_\_\_\_\_

**Pay:** ☐ Total Amount ☐ \$ \_\_\_\_\_

**New Account Information:** (Enter your Spencer County Bank information here)

\_\_\_\_\_  
SCB Routing/ABA Number

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

☐ Checking

☐ Savings

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Tip:** Be sure to include a voided SCB check with this form. A starter check received upon opening the account will work.





## Switch Kit Step #5 – Account Closing Letter

**Attention:** (Enter your old financial institution's information here)

Financial Institution Name

Address

City

State

Zip

### To Whom It May Concern,

Please accept this letter as authorization to close my account(s) listed below with your financial institution. Please issue a cashier's check in my name for the remaining balance(s) along with all accrued interest (if applicable).

Account Type	Account Number	Account Owner Name(s)

**Please send all closing balances to:** (Enter your personal information here)

Your Name

Your Address

City

State

Zip

Phone Number

Primary Account Owner Signature

Date

Secondary Account Owner Signature

Date

