



**ACCOUNT SWITCH KIT**

**Follow these five steps to make switching to Peoples First Savings Bank easy and hassle free:**

- 1. Visit one of our locations to open your Peoples First Savings Bank checking account with a deposit of \$50 or more. Receive your free Visa Check Card and free initial supply of checks.**

**Peoples First Savings Bank routing number: 242272366**  
**Your new checking account number: \_\_\_\_\_**

- 2. Begin using your new checking account and discontinue writing checks on your account at your old financial institution. Once all of your outstanding checks have cleared your old account, destroy any unused checks and deposit slips. Also be sure to remember to destroy your old debit cards or ATM cards.**
- 3. Use the following checklist along with your last statement from your old financial institution to identify all of your automatic payments, transfers or withdrawals then use the Automatic Payment/Transfer/Withdrawal Form to change any automatic payment services to your Peoples First Savings Bank account. Please let us know if you need assistance with this form. We will be happy to help!**

<b>Type of Withdrawal</b>	<b>Company Name</b>	<b>Account Number</b>	<b>Amount of Withdrawal</b>	<b>Date of Withdrawal</b>



4. Use the following checklist along with your last statement from your old financial institution to identify all of your direct deposits then use the Direct Deposit Change Request Form to change any direct deposits to your Peoples First Savings Bank account. Please remember to include a deposit ticket or a voided check from your new Peoples First Savings Bank with your request form. Please let us know if you need assistance with this form. We will be happy to help!

Type of Deposit	Company Name	Account Number	Amount of Deposit	Date of Deposit

5. After you are sure that all automatic payments, transfers or withdrawals and all direct deposits have been changed to your new Peoples First Savings Bank account, you can close your old account by using the Close Account Request Form. Please let us know if you need assistance with this form. We will be happy to help!

It's as easy as that! Your old financial institution will send you a check for any remaining balance in your old account.





**AUTOMATIC PAYMENT / TRANSFER / WITHDRAWAL FORM**

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

I am writing to inform you that I have recently changed banks, and I would like to have my automatic payment, transfer or withdrawal from your company changed to my new bank account.

I currently have my \_\_\_\_\_ payment automatically withdrawn from my account at \_\_\_\_\_ on the \_\_\_\_\_ day of the month.

I would like to transfer these monthly transactions to my new account at Peoples First Savings bank. Please accept this letter as written confirmation of my intent.

Peoples First Savings Bank Routing Number: 242272366

My new account number: \_\_\_\_\_

Account Type:  Checking  Savings

I understand that I should give you at least two weeks to make this change. Therefore, I would expect the last transaction from my old account to be dated \_\_\_\_\_ and the first transaction from my new account at Peoples First Savings Bank to be dated \_\_\_\_\_.

Thank you for your prompt attention regarding this matter.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date





**DIRECT DEPOSIT CHANGE REQUEST FORM**

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

I am writing to inform you that I have recently changed banks, and I would like to have my direct deposit from your company changed to my new bank account.

I currently have my direct deposit automatically sent to my account at \_\_\_\_\_ on the \_\_\_\_\_ day of the month.

I would like to transfer these transactions to my new account at Peoples First Savings bank. Please accept this letter as written confirmation of my intent.

Peoples First Savings Bank Routing Number: 242272366

My new account number: \_\_\_\_\_

Account Type:  Checking  Savings

I understand that I should give you at least two weeks to make this change. Therefore, I would expect the last deposit to my old account to be dated \_\_\_\_\_ and the first deposit to my new account at Peoples First Savings Bank to be dated \_\_\_\_\_.

Thank you for your prompt attention regarding this matter.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date





**CLOSE ACCOUNT REQUEST FORM**

**To (Former Financial Institution):** \_\_\_\_\_

**From (Name of Account Holder(s)):** \_\_\_\_\_

Please accept this letter as written authorization to close the following account(s) at your financial institution. All outstanding transactions have cleared and all electronic deposits and withdrawals have been discontinued.

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Please issue a check for any remaining balance (plus any accrued interest, if applicable) and send to my attention at the following address:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Thank you for your prompt attention regarding this matter.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

