



*Easy*  
SWITCH

PERSONAL BANKING SERVICES



*Making the switch to First Security Bank  
is easier than ever.*

 **First Security Bank**

 Member  
FDIC

888-425-8000 • [FirstSecurity.net](http://FirstSecurity.net)

# Our Step-by-Step Easy Switch

1

**Visit any of our banking centers and open a new checking account.** Write down the routing number and your new checking account number. You will need this to change your automatic payments and direct deposits from your old account to your new First Security Bank account. First Security Bank's routing number is **083908174**. Your account number is the set of numbers appearing just after the routing number or to the right of the check sequence number.

2

**Stop using your former account and begin using your new First Security 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.

3

**Change your direct deposits to First Security Bank.**

Use our Direct Deposit Authorization Change Form to switch any direct deposits. Remember to attach a voided First Security Bank check to this form.

4

**Change your automatic payments or withdrawals to First Security Bank.**

Use our Automatic Payment or Withdrawal Authorization Change Form to change any automatic payment or withdrawal. Any automated payments, such as utility bills, mortgages, car payments, etc., which are automatically debited from your account will need to be notified. Have your new checking account and routing number ready.

5

**Close your former account at the other banking institution.**

Once all of your transactions have cleared and your automatic payments and withdrawals have been changed, close your old account.

Use our Request to Close Account Form to close your account at the other banking institution. After you close your account at the other institution, remember to shred or destroy any old checks or debit cards for security purposes. Don't forget to change your bill pay and overdraft protection at other locale. You can also bring your old items, and we will shred them for you or assist you with changing recurring transactions.

6

**Sign up for First Security Bank Online Banking.**

Easily track your direct deposits, automatic withdrawals, or payments and checks as they clear. You also can enroll in Billpay and Mobile Banking with remote deposit. Go [FirstSecurity.net](http://FirstSecurity.net) for more information.



# Automatic Transactions Checklist



Use this form to **GATHER INFORMATION** on all of your auto pay and deposit transactions in one place for easy reference.

## Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Telephone				
Cell Phone				
Water				
Trash Removal				
Internet Provider				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Tuition/School Expense				
Other				

## Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Retirement Plans				
Social Security				
Investment Incomes				
Other				

# Request to Close Account



Use this form to **CLOSE YOUR ACCOUNT** at another bank institution and request a check for the remaining balance.

Date: \_\_\_\_\_

To: \_\_\_\_\_ (Bank Name)  
\_\_\_\_\_ (Bank Address)  
\_\_\_\_\_ (City, State, Zip)

Primary Account Holder:  
\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Home Address)  
\_\_\_\_\_ (City, State, Zip)

Secondary Account Holder:  
\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Home Address, if not the same as primary)  
\_\_\_\_\_ (City, State, Zip)

**NOTE:**

*Verify all checks and payments have cleared prior to submitting this form to close your account.*

Please accept this as my authorization and direction to close my account(s) with your institution.

Checking Account # \_\_\_\_\_  
Authorized Signer \_\_\_\_\_  
Authorized Signer \_\_\_\_\_

Savings/Money Market Account # \_\_\_\_\_  
Authorized Signer \_\_\_\_\_  
Authorized Signer \_\_\_\_\_

Please send the check(s) in the amount of my account balance(s) plus any accrued interest to my primary address indicated above:

If you should have any questions regarding this transaction please call me at my daytime phone number: \_\_\_\_\_  
Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Customer Signature)

\_\_\_\_\_  
(Notary)

# Withdrawal Authorization Form



Use this form to change your **AUTOMATIC PAYMENTS** or **WITHDRAWALS** to First Security Bank (e.g. loan payment, insurance payment, transfers to brokerage accounts or savings accounts).

Date: \_\_\_\_\_

To: \_\_\_\_\_ (Company Name)  
\_\_\_\_\_  
\_\_\_\_\_  
(Address of Company)  
(City, State, Zip)

From: \_\_\_\_\_ (Name)  
\_\_\_\_\_  
\_\_\_\_\_  
(Home Address)  
(City, State, Zip)

**NOTE:**

*If there are multiple payments involved please complete a form for each.*

Please accept this letter as authorization to change the bank account information for automatic payments or withdrawals in the name of: \_\_\_\_\_, customer account number: \_\_\_\_\_, payment type: (i.e. Mortgage, Auto, Utilities, etc) \_\_\_\_\_, approximate amount of transfer \_\_\_\_\_.

I am aware that some automatic payments or withdrawals 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:

First Security Bank Account Number: \_\_\_\_\_

Checking  Savings  CD  Money Market (select one)

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

If you should have any questions regarding this transaction please call me on my daytime phone number: \_\_\_\_\_.

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

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Customer Signature)

\_\_\_\_\_  
(Notary)

# Deposit Authorization Form



Use this form to change your DIRECT DEPOSITS to First Security Bank (payroll, dividends, royalties, etc.)

Date: \_\_\_\_\_

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

Company/Employer Name)

Address of Employer Company)

(City, State, Zip)

Primary Account Holder:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Home Address)

\_\_\_\_\_

(City, State, Zip)

Secondary Account Holder:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Home Address)

\_\_\_\_\_

(City, State, Zip)

## NOTE:

- If there are multiple accounts involved please complete a form for each account.
- Contact your employer(s) concerning Direct Deposit changes
- Verify your HR department does not require the use of their forms.

Please accept this letter as authorization to change the bank account information for direct deposit in the name of: \_\_\_\_\_, 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:

First Security Bank Account Number: \_\_\_\_\_

Bank Address: 313 Frederica St., Owensboro, KY 42301

Checking  Savings  CD  Money Market (select one)

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

If you should have any questions regarding this transaction please call me on my daytime phone number: \_\_\_\_\_.

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

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Customer Signature)

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