

# Does switching banks seem overwhelming?

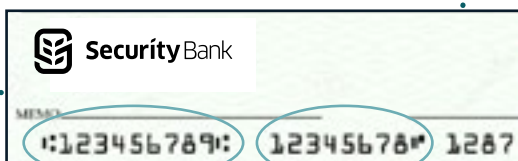
If you're ready to switch your accounts to Security Bank, we have made the transition process quick and easy with a few simple steps to help you get started.

If we can be of any assistance throughout the transition, please contact any of our Security Bank locations, and we would be happy to help you!

Thank you for choosing Security Bank! We value and appreciate your business.

## How to find 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.



# Switching is Easy!

## 1. Open an account at a Security Bank location.

Visit one of our bank locations or go online at [sbmidwest.bank](http://sbmidwest.bank) for more information on our accounts.

## 2. Stop using your former account, & start using your new Security Bank account as soon as possible.

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

## 3. Change your Direct Deposits to Security Bank.

Use our attached Direct Deposit form to change any direct deposits. Remember to attach a voided Security Bank check to this form.

## 4. Change your Automatic Payments/Withdrawals to Security Bank.

Use our attached Automatic Payments/Withdrawals form to change any automatic payment or withdrawal.

## 5. 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, bring your old financial documents, and we will shred your old checks, etc. from your former bank.



**Security Bank**  
[www.sbmidwest.bank](http://www.sbmidwest.bank)

This easy reference helps you gather all of your auto pay and deposit information in one place!

## Automatic Payment Checklist

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

## Direct Deposit Checklist

Payment	Company	Account Number	Amount	Payment Date
Employee Payroll				
Pension(s)/Retirement Plans				
Social Security				
Investment Incomes				
Other				

# Direct Deposit

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

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

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.

To Whom It May Concern:

I recently changed banks and request that my direct deposit be switched to my new account at **Security Bank**.

Please switch my direct deposits to this account:

**Security Bank Routing #: 091408695**

**Security Bank Account #:** \_\_\_\_\_ Circle One: Checking/Money Market or Savings

**Effective:** \_\_\_\_\_

I hereby authorize **Security Bank** to initiate credit entries to my account indicated below. I acknowledge that this authorization is binding and may only be modified or revoked up written notification from me to the company.

If you need additional information or have questions, please feel free to contact me.

Sincerely,

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

Name: \_\_\_\_\_

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

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

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



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# Automatic Payments/Withdrawals

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

**Note: Verify the company does not require the use of their own personalized form.**

Send this form to all companies with whom you have automatic withdrawals. Make copies as needed.

To Whom It May Concern:

I recently changed my primary financial institution to **Security Bank**.

You are currently withdrawing \$\_\_\_\_\_ from my account # \_\_\_\_\_ from my current financial institution \_\_\_\_\_ with routing # \_\_\_\_\_.

The payment is for billing account # \_\_\_\_\_ and is withdrawn on (date)\_\_\_\_\_. Please begin withdrawing this payment from my account with **Security Bank**. This change is effective immediately.

**Security Bank Routing #: 091408695**

**Security Bank Account #:** \_\_\_\_\_ Circle one: Checking or Money Market

By signing this form, I hereby authorize your company to initiate debit entries from my account at **Security Bank**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you need additional information or have questions, please feel free to contact me.

Sincerely,

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

Name: \_\_\_\_\_

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

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

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



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# Account Closing

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

Financial Institution Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

## 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.

To Whom It May Concern:

Please Close My Account:

Account Number: \_\_\_\_\_ Primary Account Owner: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please close my account by (mm/dd/yyyy): \_\_\_\_\_

Please send the balance of my account to:

Security Bank

Routing #: 091408695

Account #: \_\_\_\_\_

Security Bank

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

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

Sincerely,

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

Name: \_\_\_\_\_

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

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

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



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