

Here at Bank 21, we understand that switching banks is no longer as simple as shredding your old checks and starting over at a new bank. In today's world of electronic payments, deposits, and bill pay set up, it can take up a great deal of time and stress just to get started! So, we're here to help ease the stress and save you time with this "1-2-3 Switch!" kit.

## What you need to do:

### Step 1:

Fill out the New Account Opening Information on Form 1 and then come in to see us so we can open up your new account!

### Step 2:

Fill out and send in the appropriate forms to the companies or agencies that initiate debits or credits on your accounts. For the companies or agencies that pay you, fill out Form 2. For the companies or agencies that you pay, fill out Form 3.

### Step 3:

Stop using your old account and wait for all outstanding debits to clear. When your final debits have cleared, write yourself a check from your old account and deposit it into your new **BANK 21<sup>®</sup>** checking account!

The following are basic guidelines for how long it could take for an automatic payment or deposit to take effect. Your specific company or agency could differ from these time frames.

#### **Automatic Deposits**

Payroll	14-60 days
Pension	60-90 days
Social Security*	30-60 days

#### **Automatic Payments**

Mortgage	30-45 days
Auto	30-90 days
Insurance	30-60 days
Utilities	30-60 days
Cable	30-60 days

\*You may be able to speed up your Social Security deposit transfer by contacting the Social Security Administration directly at 1-800-772-1213 before the 14<sup>th</sup> day of the month.

Remember, you are responsible for maintaining sufficient funds in both your new and old accounts during this transfer process.

Please note that some companies or agencies may need additional information from you in order to properly and effectively process your request.

## What we will do for you:

We will be there for you through the whole process. If you ever need help, please call or come in and see us at anytime. We will do whatever we can to make your transition as simple and as seamless as possible.

#### **Carrollton**

One W. Washington St.  
Carrollton, MO 64633  
(660)542-2000

#### **Marshall**

586 W. Arrow St.  
Marshall, MO 65340  
(660) 886-6941

#### **Sedalia**

1650 E. Broadway Blvd.  
Sedalia, MO 65301  
(660) 829-2000

#### **Blue Springs**

3301 SW Highway Seven  
Blue Springs, MO 64014  
(816) 220-0400

# New Account Opening Information

Please complete the below form for each individual who will be an authorized signer on the account. All of the information is needed in order to properly identify you and open the account.

	Signer 1	Signer 2
Full Legal Name		
Social Security Number		
Physical Street Address		
City, State Zip		
Date of Birth		
City of Birth		
Mother's Maiden Name		
Employer		
Employer Address		
Occupation		

\*If you have additional signers for this account, please provide their information on a separately attached piece of paper.

## When you come in to open your account, please bring the following items with you:

- Two forms of ID for each signer. One must be a valid photo ID. The second ID can be a social security card, valid major credit card, valid student ID, or alien registration card.
- The personal information for any beneficiary that may be named on the account. This would include their full legal name, social security number, address, phone number, and mother's maiden name.

# Authorization for the Change of Direct Deposit

**To:** \_\_\_\_\_  
**From:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Phone**  
**Number:** \_\_\_\_\_  
**Social**  
**Security**  
**Number:** \_\_\_\_\_

Please discontinue sending my direct deposits to my account(s) at \_\_\_\_\_ (Old Bank Name).

The current routing number and account number(s) you have on file are:

Routing  
 Number: \_\_\_\_\_  
 Checking: \_\_\_\_\_ and/or  
 Savings: \_\_\_\_\_

Please begin sending the same deposit to **Bank 21** with the following information.

Bank 21  
 One W. Washington  
 Carrollton, MO 64633  
**Transit/ABA# 101908988**

- Deposit the entire amount to my checking account number \_\_\_\_\_.
- Deposit the entire amount to my savings account number \_\_\_\_\_.
- Deposit \$\_\_\_\_\_ to my savings account number \_\_\_\_\_, and the remaining to my checking account number \_\_\_\_\_.

I hereby authorize the above listed entity to initiate credit entries, or debit entries if necessary to correct any credit entries made in error, to my checking or savings account at Bank 21. This authorization is to remain in full force and effect until I send a written notice of change or cancellation.

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

\_\_\_\_\_  
 (Date)

# Automatic Payment Authorization Change

**Vendor:** \_\_\_\_\_

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

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

**Phone**

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

**Account**

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

Please discontinue deducting my payments from my account at \_\_\_\_\_  
(Old Bank Name)

The current routing number and account number you have on file is:

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

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

Please begin deducting the same payments out of my new account at **Bank 21** with the following information.

Bank 21  
One W. Washington  
Carrollton, MO 64633  
**Transit/ABA# 101908988**

**Account number:** \_\_\_\_\_

I/We authorize the aforementioned vendor ("Vendor") to initiate variable entries to the account referenced above ("Account number"). This authorization will remain in effect until I/we provide the aforementioned Vendor with written notification of cancellation within a reasonable time in which to act. Also, I/we agree that I/we remain obligated to pay for these services in the event that a charge to my own account is dishonored, for whatever reason and that the Vendor retains its normal collection rights.

\_\_\_\_\_  
(Primary account holders signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Secondary account holders signature)

\_\_\_\_\_  
(Date)

Please contact me/us at the contact information listed above, should you have any questions or concerns regarding my/our request.