



# Switch Kit

*Switching your accounts to FCB only takes a few easy steps!*

1. Open your new FCB account at the nearest FCB Banks location or in our Online Account Opening Center at [fcbbanks.com](http://fcbbanks.com). Don't forget to sign up for our Electronic Banking services!
2. Stop using your old checking account(s) and allow outstanding payments and checks to clear the account(s).
3. Set up your direct deposit(s) by sending the **Direct Deposit Change Request (Form 1)** to your employer or your retirement plan along with a voided FCB Banks check.
  - a. You can set up your Social Security Benefits by visiting [GoDirect.gov](http://GoDirect.gov) or calling the Social Security Administration at 800-333-1795.
4. Change your automatic payments using the **Automatic Payment Change Request (Form 2)**. This form can be used for all automatic payments or withdrawals from your account. Remember to switch over payments processed through your debit card as well.
5. When all of your pending payments have cleared your old account and your automatic payments have cleared your new FCB Banks account, close your old account using the **Account Closing Authorization (Form 3)**.

## Track your progress:

- Open your new FCB account
- Sign up for Online Banking, Bill Pay, and e-statements
- Verify there are enough funds in your old account to cover outstanding payments
- Transfer any automatic debit card payments to your new FCB debit card
- Contact your direct deposit providers to alert them of your new account
- Confirm all credits and debits have cleared your old account
- Confirm all automatic payments have cleared your new FCB account
- Close your old account by sending written notice to your financial institution

Questions? Concerns?

Stop by any location or call  
Customer Service at

866-323-4322

8 am – 8 pm Mon-Sat



Use these lists to keep track of which direct deposits and automatic payments have been switched:

Deposits	Company Name	Account Number	Date Sent	✓
Payroll				
Payroll				
Pension				
Social Security				
Other				
Other				

Automatic Payments	Company Name	Account Number	Date Sent	✓
Mortgage/Rent				
Car				
Car				
Insurance				
Insurance				
Telephone				
Cell Phone				
Electricity				
Gas				
Water				
Cable/Satellite				
Internet Service				
Other				
Other				
Other				

# Direct Deposit Change Request – Form 1

Change    New

## Company Information

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

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

## Individual Information

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

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

I have closed account number \_\_\_\_\_ at \_\_\_\_\_,  
and hereby authorize the transfer of my direct deposit to my new bank, FCB Banks, and  
submit this letter as written notification.

## Deposit Instructions

Financial Institution: FCB Banks

Routing Number: 081025198 (*FCB Banks*)

Deposit the entire amount into account number \_\_\_\_\_.

Deposit \$\_\_\_\_\_ into account number \_\_\_\_\_ and the  
remainder into account number \_\_\_\_\_.

I authorize:

- The above listed entity to initiate deposit of my funds to my FCB Banks account(s)
- FCB Banks to credit entries to my account
- The notice to remain in effect until I send written notice of change or cancellation

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\*Attach a voided check copy



# Automatic Payment Change Request – Form 2

Complete a separate form for each payment. This form may be copied. Don't forget that many automatic payments can be set up directly in FCB Banks Bill Pay!

Change    New

## Customer Information

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Name Date

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Address

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City, State, Zip Phone

## Vendor/Payee Information (Complete as much as possible)

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Name Account Number

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Address

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City, State, Zip Phone

## New Bank Information

Financial Institution: FCB Banks

Routing Number: 081025198 (FCB Banks)

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

Checking    Savings

Effective immediately, I authorize the above referenced Vendor/Payee and FCB Banks to initiate entries into my FCB Banks account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

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Signature Date

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Printed Name



# Account Closing Authorization – Form 3

To: \_\_\_\_\_  
(Current financial institution)

From:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

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

## Accounts:

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to:

Me, at the above listed address

FCB Banks

Attn: Customer Service  
2610 N Illinois St  
Swansea IL 62226

FCB account number to be credited: \_\_\_\_\_

\_\_\_\_\_  
Primary Account Holder Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Joint Account Holder Signature Date

\_\_\_\_\_  
Printed Name

Note: Prior to sending this Account Closing Authorization, please review your FCB Banks account statements to ensure all payments and deposits have been switched to your new FCB Banks account.

