

# now you can SWITCH WITH EASE

## You'll Enjoy the Difference!

At First Federal, we do things differently. We're here to serve your needs, pure and simple. We know that when your needs come first, everything else just falls into place.

Our products and services include:

- Personal & Business Checking
- Savings & Investment Accounts
- Low-Cost Loans of All Kinds
- Online Banking
- ATM/Debit Cards
- And Much More!

## Make the Change.

We've enclosed forms to help make your switch easier. Use these convenient forms to close your accounts and change your Direct Deposit\* and automatic withdrawals. If you need help completing any of them, just stop by a First Federal branch or give us a call.

## Open Up Your New Accounts

- Your first step is to open your new First Federal Account. Once this account is in place, you have access to all of our benefits and other accounts, including personal and business checking and low-cost loans. You can return the enclosed form with your initial deposit, or stop by one of our convenient branches.

## Close Down Your Old Accounts

- Be sure to leave your old accounts active long enough to allow outstanding checks and automatic withdrawals to clear. Leave enough money in place to cover these transactions. This process may take several weeks. Once you're sure the old accounts are inactive, you can ask your previous financial institution to send you the balance from that account. Then you can destroy your old checks, ATM/debit cards and deposit slips.

## Switch Over Your Automatic Transactions

- The enclosed forms will help you contact the companies and financial institutions that handle your automatic deposits and withdrawals. We'll be happy to help you with any of these forms. Use this checklist to keep track of people you may need to contact:

### Direct Deposit

- Your employer's human resources department
- The company handling your retirement or pension payments
- Social Security Administration

Anyone who makes automatic withdrawals from your account:

- Mortgage company
- Homeowner's insurance
- Auto insurance
- Life insurance
- Other

Anyone who makes automatic charges to your old debit or credit cards:

- Utility companies
- Telephone company
- Cable company
- Other

## You're Done. Told You It Was Easy!

Welcome to First Federal. We hope you will take advantage of all the great products and services we offer. Don't hesitate to let us know if we can help in any way.



# CLOSE ACCOUNT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

To Whom It May Concern:

Please close my account \_\_\_\_\_ (account number), and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the  **DAY** /  **EVENING** (check one) at  
( \_\_\_\_\_ ) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Co-Signer Signature

\_\_\_\_\_  
Co-Signer Name (please print)

# CHANGE AUTOMATIC WITHDRAWAL

\_\_\_\_\_ Date

\_\_\_\_\_ Name of Company That Makes Automatic Withdrawal

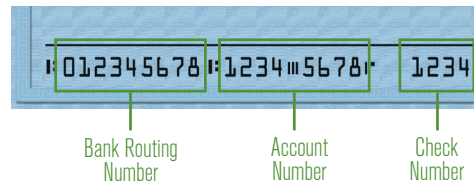
\_\_\_\_\_ Address

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

To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ (amount), for my \_\_\_\_\_ (what payment is for),  
\_\_\_\_\_ (account or other identifying number), \_\_\_\_\_ (when) from  
the following account:

Old Bank: \_\_\_\_\_  
Bank Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_



Effective \_\_\_\_\_ please stop making withdrawals from that account and instead make them from:

Financial Institution Name: First Federal  
Bank Routing Number: 325170848  
Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me during the  DAY /  EVENING (check one) at  
( \_\_\_\_\_ ) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_ Signature

\_\_\_\_\_ Name (please print)

\_\_\_\_\_ Address

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

# NEW ACCOUNT INFORMATION

## PRIMARY APPLICANT

Name

Street Address

City

State

Zip

Home Phone Number

Cell Number

Work Phone Number

Ext

E-mail

SSN

Date of Birth

Employer Name

Driver License Number

State

Exp. Date

Issuance Date

Personal Identification Number: \_\_\_\_\_ (In Lieu of Mother's Maiden Name) Four Digits - numbers or letters

## SECONDARY APPLICANT

Name

Street Address

City

State

Zip

Home Phone Number

Cell Number

Work Phone Number

Ext

E-mail

SSN

Date of Birth

Employer Name

Driver License Number

State

Exp. Date

Issuance Date

Personal Identification Number: \_\_\_\_\_ (In Lieu of Mother's Maiden Name) Four Digits - numbers or letters

# CHANGE PAYROLL DIRECT DEPOSIT

Date \_\_\_\_\_

Employer/Depositor's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

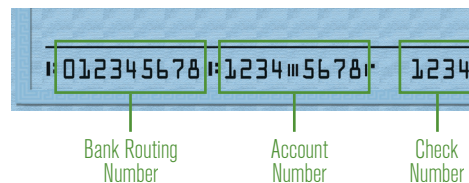
To Whom It May Concern:

You are currently depositing  **MY ENTIRE PAYCHECK** /  **PART OF MY PAYCHECK** (check one) to the following account:

Old Bank: \_\_\_\_\_

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

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



Effective \_\_\_\_\_ please stop making deposits to that account and instead make them to:

Financial Institution Name: First Federal

Bank Routing Number: 325170848

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

If you have any questions about this request, please contact me during the  **DAY** /  **EVENING** (check one) at  
( \_\_\_\_\_ ) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Other Information Your Employer May Need (SSN, Employee ID#, etc.) \_\_\_\_\_