



This kit is a developed system to help our new customers make a smooth and easy transition to our services. We have included everything you need for a quick change. Please feel free to stop by one of our branches or give us a call if you need assistance. Our friendly staff will walk you through the simple steps of switching your accounts to First Federal Savings Bank.

## Let's get started!

Step 1

### Step 1: Open Your New Accounts

Your first step is to open your new First Federal Savings Bank Checking account. Simply drop off the **New Account form** with your initial deposit, at any of our 15 banking center locations. You will then be asked to sign a signature card.

Step 2

### Step 2: Switch Your Automatic Transactions

The **Change Automatic Withdrawal** and **Change Direct Deposit** forms will help you contact the companies and financial institutions which handle your automatic deposits and withdrawals. We'll be happy to help you with any of these forms.

Step 3

### Step 3: Close Your Old Accounts

Be sure to leave your old accounts open 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 that the old accounts are inactive, you can ask your previous financial institution to send you the balance from that account and use this **Close Account form**. Then you can destroy your old checks, ATM/Debit cards and deposit slips.

# NEW ACCOUNT INFORMATION

Remember Drivers License and another form of ID for verification.

## GENERAL INFORMATION

Will there be a co-applicant on this application?  Yes  No

## PRIMARY APPLICANT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Mothers Maiden Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Street Address \_\_\_\_\_

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

E-Mail Address \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Issuance \_\_\_\_\_

Issue. Date \_\_\_\_\_ Exp. Date \_\_\_\_\_

Employer Name \_\_\_\_\_ Job Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer Address \_\_\_\_\_

Second form of ID used for verification \_\_\_\_\_

## CO-APPLICANT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Street Address *(if different)* \_\_\_\_\_

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

E-Mail Address \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Issuance \_\_\_\_\_

Issue. Date \_\_\_\_\_ Exp. Date \_\_\_\_\_

Employer Name \_\_\_\_\_ Job Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer Address \_\_\_\_\_

Second form of ID used for verification \_\_\_\_\_

## PLEASE MARK THE ACCOUNTS THAT ARE OF INTEREST TO YOU:

Savings  Checking  Visa Debit / ATM Card  Auto Loan

Mortgage Loan  Visa Credit Card  E-Statements  Free Online Banking  Free Online Bill Pay

## HOW DID YOU HEAR ABOUT US?:

Television  Radio  Newspaper  Web Site  Phone Book  Near where I work/live.

Referred by family member. Name: \_\_\_\_\_

Referred by friend. Name: \_\_\_\_\_

Referred by Bank employee. Name: \_\_\_\_\_

# 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:

Former Financial Institution: \_\_\_\_\_

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

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

Please stop taking withdrawals from that account and instead take them from:

First Federal Savings Bank

283972094

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

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

*Automatic withdrawals can only be made from checking.*

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

Thank you.

Sincerely,

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

*Please forward this letter to the company that makes the automatic withdrawal.*

# 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** (circle one) to the following account:

Former Financial Institution: \_\_\_\_\_

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

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

Please stop making deposits to that account and instead make them to:

First Federal Savings Bank

283972094

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

Checking  Savings

If you have any questions about this request, please contact me during the **DAY / EVENING** (circle 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.)

It is the responsibility of the employee to present or send this letter to their employer.

# CLOSE ACCOUNT

\_\_\_\_\_

Date

\_\_\_\_\_

Financial Institution'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** (circle one) at

( \_\_\_\_\_ ) (phone number).

Thank you.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Co-Signer Signature

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Co-Signer Name (please print)

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip