

# PERSONAL BANKING SWITCH KIT



7701 FRANCE AVENUE SOUTH, SUITE 110  
EDINA, MN 55435  
952.841.9300 | 888.512.6268  
WWW.MNBANKANDTRUST.COM

At Minnesota Bank & Trust, we are committed to making your switch an easy one. Stop into our office and we'll help you make all of the changes. Or use this form to make one or all of the changes on your own.

## QUICK SWITCH CHECKLIST

- Open checking account with Minnesota Bank & Trust.
- Make sure all checks have cleared on your checking account.
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.
- Send your direct deposit vendors (payroll, social security, CD interest payments, etc.) a notice of the change in your checking account.
- Send notice to vendors who automatically take your payments from your checking account (utilities, insurance, internet providers, schools, etc.) that you are closing the account.
- Send new account information to vendors who you want to continue to generate automatic withdrawals; or to start a new automatic payment with a vendor.
- Send notice to the financial institution where you are closing account.

## COMPANY ACCOUNT #

- Gas \_\_\_\_\_
- Electric \_\_\_\_\_
- Telephone \_\_\_\_\_
- Cell Phone \_\_\_\_\_
- Cable/Satellite \_\_\_\_\_
- Internet \_\_\_\_\_
- Water \_\_\_\_\_
- Sewer \_\_\_\_\_
- Refuse \_\_\_\_\_
- Newspaper \_\_\_\_\_
- Insurance \_\_\_\_\_
- Mortgage \_\_\_\_\_
- Car Loan \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## FORMS INCLUDED

- ACCOUNT CLOSURE NOTICE  
Use this form to notify your old financial institution that you are closing your account and would like to receive a check for any remaining balance.
- AUTOMATIC PAYMENT AUTHORIZATION CHANGE  
Use this form to transfer your automatic payments from your old account to your new Minnesota Bank & Trust account.
- AUTOMATIC PAYMENT CANCELLATION  
Use this form to send to each of your vendors to cancel any automatic payments from your old account. You may use this form if you want to use online Bill Pay to pay your bills instead of using automatic payments.
- DIRECT DEPOSIT CHANGE NOTICE  
Use this form to change your direct deposit from your old account(s) to your new Minnesota Bank & Trust account(s).
- DIRECT DEPOSIT APPLICATION  
Use this form to sign up for first-time direct deposit of your payroll into your Minnesota Bank & Trust checking account.
- AUTOMATIC TRANSFER AUTHORIZATION APPLICATION  
Use this form to set up automatic transfer of funds between your Minnesota Bank & Trust accounts.

## CHECKING ACCOUNT CLOSURE NOTICE

NAME

SOCIAL SECURITY #

JOINT OWNER (if applicable)

## PREVIOUS FINANCIAL INSTITUTION

NAME OF INSTITUTION

STREET

CITY

STATE

ZIP

CHECKING       SAVINGS       OTHER \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_

CHECKING       SAVINGS       OTHER \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_

CHECKING       SAVINGS       OTHER \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_

CHECKING       SAVINGS       OTHER \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_

PLEASE MAIL BALANCE TO:



7701 FRANCE AVENUE SOUTH, SUITE 110 | EDINA, MN 55435  
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[www.mnbankandtrust.com](http://www.mnbankandtrust.com)

I hereby authorize the closure of the account(s) listed above. All my checks have cleared the account to be closed, and all direct deposit and automatic payments have been stopped.

SIGNATURE

DATE

JOINT SIGNATURE (if applicable)

DATE

## AUTOMATIC PAYMENT AUTHORIZATION CHANGE

VENDOR NAME

CUSTOMER NAME

STREET

CITY

STATE

ZIP

ACCOUNT #

PHONE #

Please be informed I have switched financial institutions and hereby authorize you to change my automatic withdrawal to be taken from the account number listed below:

## NEW FINANCIAL INSTITUTION



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CHECKING ACCOUNT #

SAVINGS ACCOUNT #

SIGNATURE

DATE

TRANSIT/ABA# 091018302

Please include a voided check or deposit slip with this form when sending to vendor.

SIGNATURE

DATE

JOINT SIGNATURE (if applicable)

DATE

## AUTOMATIC PAYMENT CANCELLATION

VENDOR NAME

CUSTOMER NAME

STREET

CITY

STATE

ZIP

ACCOUNT #

PHONE #

I currently have my payment automatically withdrawn from my checking or savings account from \_\_\_\_\_  
(financial institution) on the \_\_\_\_\_ of the month. I would like to cancel this monthly transaction and submit this as  
written notification of that intention.

I understand I may need to give you at least two weeks notice prior to the next scheduled transaction. Therefore, I expect the last  
transaction to be the one dated \_\_\_\_\_.

Thank you for your prompt attention to this request.

Sincerely,

SIGNATURE

DATE

JOINT SIGNATURE (if applicable)

DATE



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## DIRECT DEPOSIT CHANGE NOTICE

NAME

DATE

SOCIAL SECURITY #

NAME OF EMPLOYER, COMPANY OR AGENT

STREET

CITY

STATE

ZIP

ACCOUNT #

## PREVIOUS FINANCIAL INSTITUTION

NAME OF INSTITUTION

STREET

CITY

STATE

ZIP

CHECKING ACCOUNT #

SAVINGS ACCOUNT #

## NEW FINANCIAL INSTITUTION

NAME OF INSTITUTION

CHECKING ACCOUNT #

TRANSIT/ABA# 091018302

I hereby authorize my direct deposit to be sent to my new checking account. I have attached a voided check for reference.

Effective: \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE

DATE



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# DIRECT DEPOSIT APPLICATION

NAME

DATE

SOCIAL SECURITY #

STREET

CITY

STATE

ZIP

COMPANY NAME

CITY

STATE

ZIP

## DEPOSIT INSTRUCTIONS

- Deposit entire amount into Checking Account # \_\_\_\_\_
- Deposit \$ \_\_\_\_\_ to Savings Account # \_\_\_\_\_  
and remaining amount into Checking Account # \_\_\_\_\_



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SIGNATURE

DATE

TRANSIT/ABA# 091018302

# AUTOMATIC TRANSFER AUTHORIZATION APPLICATION

I (We) authorize and direct you to make the following transfer of funds:

Amount to be transferred: \$ \_\_\_\_\_

Frequency:  Weekly  Biweekly  Monthly  Bimonthly  
 Semimonthly  Quarterly  Semiannually  Annually

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

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

FROM:

CHECKING  SAVINGS  OTHER \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

TO:

CHECKING  SAVINGS  MONEY MARKET  CD

INSTALLMENT LOAN PAYMENT  OTHER \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

These accounts remain subject to their individual terms and conditions, which are not modified by this authorization. If a transfer is made from a savings account, you retain the right to require not less than 7 days written notice of withdrawal.

If no termination date is specified above, this authorization will remain in effect until terminated by any one of us. You may terminate this authorization by giving us 15 days written notice at the address stated below. Notice to one of us is notice to all of us.

SIGNATURE

DATE

SIGNATURE

DATE

NAME

STREET

CITY

STATE

ZIP



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ACCEPTED BY BANK

## Helpful Information

### Get Prepared

Identify automatic deposits and deductions you'll be switching to Minnesota Bank & Trust. If you have not already opened an account, please visit our office.

- Automatic Deposits

These are recurring payments automatically deposited into your account on a regular basis.

- Automatic Deductions

These are recurring payments automatically withdrawn from your account on a regular basis.

- ABA Routing Number

This is the first group of nine numbers found at the bottom left side of a check.

### Checks & Balances

Balance your old account to determine the amount needed to cover outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

- Get up-to-date

Use all receipts and your check register to identify items not yet on your statement.

- Remember, don't close your former account immediately

It may take up to two statement cycles for all outstanding items to clear.

### Automatic Deposits

Instruct companies to direct recurring automatic deposits into your new Minnesota Bank & Trust account.

- Track Your Request

To confirm your automatic deposits are being deposited into your new Minnesota Bank & Trust account, check your statement; sign up and log onto your Business Online Banking account at [www.mnbankandtrust.com](http://www.mnbankandtrust.com); or call 952.841.9300 or toll-free 888.512.6268.

- Follow Up

Automatic deposits should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your Minnesota Bank & Trust account. If you don't see the deposit by this time, please contact the company making the deposit.

### Automatic Withdrawals

Inform companies to have payments automatically deducted from your new Minnesota Bank & Trust account.

- Track Your Request

To confirm your automatic deductions are being withdrawn from your Minnesota Bank & Trust account, check your Minnesota Bank & Trust statement; sign up and log onto your Business OnLine Access account at [www.mnbankandtrust.com](http://www.mnbankandtrust.com); or call 952.841.9300 or toll-free 888.512.6268.

- Follow Up

Automatic deductions should take effect within two withdrawal periods. Keep your old account open until all automatic deductions have been switched to your new Minnesota Bank & Trust account. If you don't see the withdrawal by this time, please contact the company making the withdrawal.