



## Complete Switch Kit

How to move your direct deposits and automatic payments to Premier Community Bank

### 1 Open your Premier Community Bank Account

Open your Premier Community Bank account Online, [click here](#) to begin or visit our nearest branch, [click here](#) for a list of our locations. After your new account is open, stop using your old account, but be sure to leave sufficient funds to cover any outstanding checks or pending automatic transactions.

### 2 Change your direct deposit(s)

Complete a **Change Direct Deposit Form** to switch your current direct deposit(s); for example, employer, social security or military, to your new Premier Community Bank account. To successfully complete this step, you will need to fill out the form, print it out, sign it and send one form to each party that establishes automatic direct deposits on your behalf. Have these items on hand before filling out the form:

- Name and address of employer or depositor
- Account and routing number of the account from your old financial institution
- New Premier Community Bank account number and routing number

### 3 Switch automatic payments

A **Change Automatic Withdrawal Form** is required to make sure recurring, automatic payments or withdrawals such as mortgage or car payments come from your Premier Community Bank account. Please remember to update any automatic payments you have setup with your old Debit Card number. Have these items on hand before filling out the form:

- Name and address of companies making the withdrawal
- Amount you are currently withdrawing and date of withdrawal
- Account and routing number of the account from your old financial institution
- New Premier Community Bank account number and routing number

#### Make paying bills even easier

At Premier Community Bank, you get free online banking, free e-statements and free bill pay with at least one paid bill per statement cycle. With online bill pay you can:

- Make all bill payments from one screen
- Pay virtually anyone you can write a check to, from your credit card company to your babysitter
- Set up recurring or one-time payments
- Avoid the hassle of writing checks, searching for stamps or trips to the post office.

If you're already an online banking customer, you can sign up for e-statements and bill pay by accessing your online banking account. If you haven't signed up for online banking, visit [premiercommunity.com](http://premiercommunity.com) to enroll.

### 4 Close your old account(s)

Once all your checks have cleared and your direct deposits and automatic payments have been successfully switched to Premier Community Bank, complete the **Close Account Form** to notify your old bank that you would like to close your account. Keep in mind, some financials may require additional information to complete this process. Have these items on hand before filling out the form:

- Address of your previous financial institution
- Account number(s) for the accounts you are closing



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### Things to remember when switching accounts.

**Do you have automatic payments established for any of the following?**

- Mortgage / rent
- Home equity loan / line of credit
- Auto loan / lease
- Student loan
- Credit card
- Insurance
- Gas
- Electric
- Phone / cell phone
- Internet service provider
- Membership fees
- Safe deposit box rental

**Have you considered all sources of income that may be eligible for direct deposit?**

- Company / employee payroll
- Pension / retirement plan
- Social Security
- Stocks / bonds

Please verify with these sources that direct deposits and automatic withdrawals have been changed after submitting the appropriate forms.

**Questions? We're here to help.**

If you have questions as you go through this process, contact your local branch or call 715-754-2535

## Personal Account Tracker

Use this chart to track your deposits and withdrawals that are in transition. Check them off as your transactions are removed from your former account and appear on your new Premier Community Bank account.

Name of Business / Organization	Account Type	Date Letter Sent	Transition Confirmed
	<input type="checkbox"/> Deposit <input type="checkbox"/> Withdrawal		
	<input type="checkbox"/> Deposit <input type="checkbox"/> Withdrawal		
	<input type="checkbox"/> Deposit <input type="checkbox"/> Withdrawal		
	<input type="checkbox"/> Deposit <input type="checkbox"/> Withdrawal		
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	<input type="checkbox"/> Deposit <input type="checkbox"/> Withdrawal		
	<input type="checkbox"/> Deposit <input type="checkbox"/> Withdrawal		

715-754-2535 | [premiercommunity.com](http://premiercommunity.com)

## Change Payroll Direct Deposit Form

Send this form to employers, government offices or financial institutions that make direct deposits (payroll, Social Security, CD interest payments, etc.) into your account.

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

Employer/Depositor Name: \_\_\_\_\_

Employer/Depositor Address: \_\_\_\_\_

Employer/Depositor City, State, Zip: \_\_\_\_\_

You are currently depositing  my entire paycheck  part of my paycheck into the following account:

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

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

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

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

**Premier Community Bank, 230 Mavis Road, Marion, WI 54950**

Routing Number: 075903831

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

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

If you have questions about this request, please call me at: \_\_\_\_\_

During the day     In the evening

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

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

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_



↑Routing # (9 digits) ↑

↑Account # ↑

↑Check #↑

This is a sample of a Premier Community Bank check





## Change Automatic Withdrawal Form

Send this form to any company or organization (utilities, insurance companies, subscriptions, etc.)  
That takes regular electronic payments out of your account.

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

Name of Company Making Withdrawal: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company City, State, Zip: \_\_\_\_\_

You are currently withdrawing (amount) \$ \_\_\_\_\_

For my (what payment is for): \_\_\_\_\_

On (recurring date): \_\_\_\_\_

From the following account:

Old Financial Institution: \_\_\_\_\_

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

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

Please stop making withdrawals from that account and instead make them from:

**Premier Community Bank, 230 Mavis Road, Marion, WI 54950**

Routing Number: 075903831

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

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

If you have questions about this request, please call me at: \_\_\_\_\_

During the day  In the evening

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

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

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

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## Close Account Form

Use this form to close your account at the financial institution you are leaving.

Financial Institution Name: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

Financial Institution City, State, Zip: \_\_\_\_\_

**Please accept this request as my authorization to close the following accounts:**

Checking  Savings  Money Market  Other \_\_\_\_\_

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

Checking  Savings  Money Market  Other \_\_\_\_\_

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

Checking  Savings  Money Market  Other \_\_\_\_\_

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

Checking  Savings  Money Market  Other \_\_\_\_\_

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

Checking  Savings  Money Market  Other \_\_\_\_\_

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

**Please send a check for the remaining balance to me at the address listed below:**

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

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

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

If you have questions about this request, please call me at: \_\_\_\_\_

During the day  In the evening