

Switch Kit Pre-transfer Worksheet

The Switch Kit is a free online tool that allows you to quickly and easily change your accounts from a financial institution to First Security State Bank. By filling out a series of forms, the Switch Kit provides all the documentation that is needed to complete the process. The pre-transfer worksheet is intended to help you gather all of the information needed before filling out the online Switch Kit forms. Once that information has been collected, you're ready to switch.

The information you will need to collect:

- **Your new First Security State Bank account number.**

If you don't have a First Security State Bank account you will need to open one before switching. Go to <http://www.fssbonline.com> for more information. If you have both a checking account and a savings account you will have the option to select which account your Direct Deposits, Electronic Payments, and Payroll funds are transferred to.

- **Your previous financial institution information.** Your previous financial institution information is needed for you to close your previous accounts.

- **A list of any automated debits (ACH)**

Gather all information on companies that make electronic withdrawals from your account. This includes automatic debits (ACH) or automatic charges to you debit and/or credit card. Common uses of automatic debits include rent/mortgage, utilities, phone and cable bills.

- **Any Direct Deposits.**

List any companies who regularly deposit funds into your account. Some common uses of Direct Deposit include payroll, taxes, or expense reimbursements. Social Security customers need to call the Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm.

Electronic Payments (Online Bill Pay)

If you use an online bill pay service at your previous financial institution, be sure to cancel each payee and add them to your First Security State Bank online bill pay service, part of First Security State Bank's Online Banking services. If you have not yet signed up for Online Banking sign up online at <http://www.fssbonline.com>.

Questions?

Call any one of our 3 convenient **locations**, stop by any branch, or contact us below and we'll be glad to help.

First Security State Bank
www.fssbonline.com

Previous Financial Institution Information

List your previous financial institution information.

FI Name/Address	Phone/Fax	Close Date/Account #
<i>i.e. My Old Bank</i>	<i>319-555-1212</i>	<i>2/9/2007</i>
<i>123 Main St. Waterloo, IA 50701</i>	<i>319-555-1213</i>	<i>123456789</i>

List Your Direct Deposits

List the companies who regularly deposit funds into your account. If this is a joint account with multiple direct deposits, a form will be necessary for each direct deposit.

Depositor Name/Address	Phone/ Fax
<i>i.e. My Employer</i>	<i>319-555-1212</i>
<i>456 Main St. Waterloo, IA 50701</i>	<i>319-555-1213</i>



First Security State Bank

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