



Easy Switch Kit



Bank of Hartington
Hartington, Nebraska

Changing Banks Is Now As Easy As 1, 2, 3.

We're pleased you've decided to take a new financial path in life with the great personalized service and expert advice offered at the Bank of Hartington. We pledge you'll receive prompt, personal service to assist your move to our nearest location.

Changing banks can be a big decision and a real challenge. That's why your Bank of Hartington team has designed the Easy Switch Kit to guide you step by step through the move. This Kit includes simple instructions and directions to our Web site for all of the forms that will make it easy for you to "unmerge" with your current bank.

Just follow these easy steps and allow us to show you the way!

Easy Switch Kit Guidelines

Step 1:

Open Your New Account

Now that you've made the decision to move, you'll want to gather information you'll need to open your new Bank of Hartington Account. Just follow the steps below to make the Easy Switch, or visit our website at www.bankofhartington.com.

Organize information you will need

Gather your account information and enter it on the Easy Switch Kit Account Information Worksheet – designed specifically for this purpose.

Open your Bank of Hartington Accounts

Once you've gathered together the information for your accounts, any of our Customer Service Representatives will be happy to assist you with your new account opening. To find the nearest location to your home or work, visit our web site at www.bankofhartington.com.

Once your new account is funded, you can begin using your account immediately.

Enroll online for Internet Banking

You can enroll online for Bank of Hartington Internet Banking at www.bankofhartington.com as soon as your new account is open. To add Bill Payment, simply contact us under the About Us tab on our website.

Remember: Don't forget to leave enough funds in your old account to cover any outstanding checks or automatic payments. Our next steps will help you switch any automated payments and direct deposits to your new account.

Step 2:

Transfer Direct Deposits & Automatic Payments

Direct Deposits:

Transfer direct deposits from your employer, retirement plan, interest payments or other source of income, such as Social Security.

We've provided some forms to assist with moving your direct deposits received from various sources:

**Payroll Direct Deposit* – Check with your employer to be certain no additional information or specific form is necessary to complete the account change for your payroll direct deposit. (If you currently don't

have direct deposit through your employer, please contact your company's Human Resources Department to see if this benefit is offered to employees.)

**Form SF1199A, U.S. Government Direct Deposit (see attached or on our website under forms) - Use this form to redirect your Social Security, military pay, VA compensation/pension, railroad retirement, etc. to your new account.*

You can also use this form to set up one of those government agency payments for the first time.

**Direct Deposit Authorization Form from Other Sources – Use this form for other direct deposits you receive including investments, pension/retirement plans, interest or dividend payments, etc.*

Here's a quick checklist of some common direct deposit sources to help you remember to inform the sender about your new account.

Checklist for Direct Deposits

Private Sector Payments:

- Payroll Direct Deposit
- Retirement / Pension Plan
- Interest Income
- Dividends
- Other _____
- Other _____
- Other _____

Government Payments:

- Social Security
- Federal Salary/Military Civilian Pay
- VA Compensation or Pension
- Supplemental Security Income
- Railroad Retirement
- Civil Service Retirement
- Military Active
- Military Survivor

Automatic Payments:

You'll need to switch automatic payments set up to charge your checking, savings, debit or credit card to your new Bank of Hartington Account. Use the Automatic Payments Checklist below to make a quick list of payments you have authorized. This is a good time to review your last few monthly bank statements to complete your list of authorized automatic payments. Take into consideration any annual payments that you may have set up as a deduction, as well.

There may be several ways to notify your Payees that you have a new account.

*Most of your Payees have a form included with the monthly statement for you to enter your new account information.

*Many Payees provide a customer service number and allow you to provide your new account information by telephone.

*Many local utilities and vendors have web sites available for you to enter your new bank account information.

*In case you need it, we've provided a form that you can send to your Payees to notify them that you have changed banks, the Automatic Payment Authorization Form.

Checklist for Automated Payments

Electric Company

Gas Company

Water Company

Telephone

Cellular Phone

Cable Service

Mortgage or Rent Payment

Car Loan or Lease

Credit Card

Credit Card

Other Loans

Dept. Store Card

___ Home/Rental Insurance

___ Automobile Insurance

___ Life/Health Insurance

___ Auto Club (AAA)

___ Health Club

___ Charitable Donations

___ Other _____

___ Other _____

Online Bill Payments:

As soon as your new account is open, you can enroll online for Bank of Hartington Internet Banking access at www.bankofhartington.com. When you enroll, you create your own User ID and set your password.

To add Bank of Hartington Bill Pay, just call or email one of our locations.

Important: Before you cancel your online bill payment service with your old bank, be sure to:

- 1) Print a list of your Payees including addresses and account numbers, if available.
- 2) Print your Bill Payment History so you have a record of all payments you have made.

Step 3:

Close Your Old Account

Your Bank of Hartington Account is ready to go, so it's time to UNMERGE....

*Confirm that all outstanding checks have cleared on your old account. The Reconciliation Worksheet will assist you with identifying all activity you still expect to clear your old account.

*Verify that your direct deposits have been redirected to your new account.

*Check with any Payees who have not redirected your automatic payments.

*Use the Account Closure Form to notify your old bank that you are closing your account.

WHOM TO CALL FOR MORE INFORMATION

Main Bank
JoEllen or Sheri
402-254-3994

Niobrara LPO
Dana or Gina
402-857-3801

Bloomfield LPO
Carol or Cindy
402-373-4134

ACCOUNT CLOSURE FORM

Bank Name: _____

Bank Address: _____

Please close the accounts listed below effective immediately. Please forward any remaining balance in my accounts by check to the address listed below.

Checking Account: _____

Title: _____ Account Number: _____

Savings Account: _____

Title: _____ Account Number: _____

Other Account: _____

Title: _____ Account Number: _____

Forward closing balance(s) to:

Bank of Hartington

POB 77

Hartington, NE 68739

Thank you for your prompt attention to this request. If you have any questions, please contact _____ at _____.

Signature: _____ Date: _____

Signature: _____ Date: _____

AUTOMATIC PAYMENT AUTHORIZATION FORM

NOTE: Check with your Payee to make certain no other information or specific form is necessary to complete the change of your automatic payment to your new bank account. If this form is acceptable, complete the information below and provide it to your Payee.

Company Name

Company Address

City State Zip Code

Account Number Payment Type

Please change the account used for Automatic Payment to my new bank account:

Last Name First Name Middle

Address

City State Zip Code

Employee ID# Social Security Number

My New Account Information

Account Type: Checking _____ Savings _____

Account Number: _____ Routing Number: 104110977

I hereby authorize _____ (payee / company name) to initiate payments from my Bank of Hartington Account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature: _____ Date _____

DIRECT DEPOSIT AUTHORIZATION FORM

NOTE: Check with your direct depositor to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new bank account. If this form is acceptable, attach a preprinted voided check from your new account to this form and provide it to your direct depositor.

Company Name

Company Address

City

State

Zip Code

Please change the account used for Direct Deposit to my new bank account:

Last Name

First Name

Middle

Address

City

State

Zip Code

Employee ID#

Social Security Number

My New Account Information

Account Type: Checking _____ Savings _____

Account Number: _____ Routing Number: 104110977

I hereby authorize _____ (company name) to make deposits to my Bank of Hartington Account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature: _____ Date _____



Bank of Hartington
Hartington, Nebraska

EASY SWITCH KIT ACCOUNT INFORMATION WORKSHEET

Your Information

First Name	Middle	Last Name
Address		Apt. #
City	State	Zip Code
Social Security Number	Date of Birth	Mother's Maiden Name
Home Telephone Number	Work Telephone Number	
Employer	Email Address	

Joint Owner's Information

First Name	Middle	Last Name
Address		Apt. #
City	State	Zip Code
Social Security Number	Date of Birth	Mother's Maiden Name
Home Telephone Number	Work Telephone Number	
Employer	Email Address	

New Account Information (We will help you complete this section when you open your account.)

<u>Bank of Hartington</u>
New Bank Name
<u>104110977</u>
Routing / Transit Number

Your new Account Numbers and Card Numbers

Checking	Savings	Other
Debit Card Number	Expiration Date	

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

NOTE: Check with your employer to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new bank account. If this form is acceptable, attach a preprinted voided check from your new account to this form and provide it to your employer.

Company Name

Company Address

City

State

Zip Code

Please change the account used for Direct Deposit on my net pay to my new bank account:

Employee Last Name

First Name

Middle

Address

City

State

Zip Code

Employee ID#

Social Security Number

My New Account Information

Account Type: Checking _____ Savings _____

Account Number: _____ Routing Number: 104110977

I hereby authorize my employer _____ (company name) to deposit my paychecks directly to my Bank of Hartington Account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Employee Signature: _____ Date _____



Bank of Hartington
Hartington, Nebraska

RECONCILIATION WORKSHEET

Before you close your old account, you need to make certain that all checks have paid, and that all of your automatic direct deposit and payments are being received on your new Bank of Hartington Account. You can reconcile your old account below to verify that all entries you expected have cleared.

Checks Outstanding

(Written but not shown on statement)

Check #	Amount	Cleared
TOTAL		

Reconciled as of _____, 20__

ENTER Statement Balance \$ _____

ADD Deposits made + _____

after Statement Date + _____

+ _____

TOTAL \$ _____

SUBTRACT - _____

Total of Checks Outstanding

BANK BALANCE \$ _____

Should agree with your checkbook balance after deducting charges and adding credits listed on statement but not shown in checkbook.