

Bank Account Switch Kit



Welcome to Farmers Bank of Willards! We're thrilled you've chosen us as your financial partner. To make your transition smooth and stress-free, we've created this step-by-step guide to help you move your accounts and manage your finances with ease.

Step 1: Open Your New Account

1. Visit your nearest Farmers Bank of Willards branch to open your new account.

2. Make note of your:

Account Number: _____

Routing Number: _____

Online Banking Credentials: _____

Step 2: Update Direct Deposits

Update your direct deposit information with your employer, government agencies, or other sources of income.

1. Contact your payroll or HR department and provide them with:
Your new account and routing numbers.

2. Use our Direct Deposit Form (attached) to simplify the process.

Step 3: Update Automatic Payments and Subscriptions

Identify all automatic payments and subscriptions linked to your old account (e.g., utilities, phone, streaming services, insurance). Update your payment details by providing your new bank information.

Use the "Automatic Payment Tracker" below to list recurring payments:

Payee	Amount	Due Date	Updated? Y/N
Netflix	\$15.99	5th of Month	Yes

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Step 4: Transfer Your Balance

Once your direct deposits and automatic payments are updated, transfer any remaining funds from your old account to your new Farmers Bank of Willards account.

Helpful Tip: Leave a small balance in your old account to cover any outstanding checks or pending payments for at least one billing cycle.

Step 5: Close Your Old Account

After confirming all transactions have cleared, contact your previous financial institution to close your old account. Request written confirmation of the account closure for your records.

Checklist for Closing Your Old Account:

- Verify all direct deposits are in your new account.
- Confirm all automatic payments are updated.
- Ensure any outstanding checks have cleared.
- Transfer remaining balance to your new account.

Step 6: Explore Your New Account Features

Take full advantage of your new Farmers Bank of Willards account by exploring features like:

- Digital Banking-Mobile and Online Banking
- Mobile Check Deposit
- Bill Pay
- Debit Card Controls within Digital Banking
- Financial Management Tool

Switching Checklist

Use this checklist to track your progress:

TASK	COMPLETE?
Opened new account?	<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>
Updated direct deposits?	<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>
Updated automatic payments Complete?	<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>
Transferred balance from old account?	<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>
Closed old account?	<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>

Additional Resources

If you need assistance during this process, our team is here to help!

- Visit www.fbwbank.com/switchkit
- Call us at 410-835-8906
- Stop by any branch location

Thank you for choosing Farmers Bank of Willards – we look forward to serving you!

Direct Deposit Change Form

Employee Information

Name: _____
Employee ID/Number: _____
Phone Number: _____
Email Address: _____

New Bank Information

Bank Name: _____
Bank Address: _____
Bank Phone Number: _____
Routing Number: _____
Account Number: _____
Account Type: () Checking () Savings

Previous Bank Information (Optional)

Bank Name: _____
Account Number: _____

Authorization

I hereby authorize [Employer Name] to initiate direct deposit of my paychecks into the account listed above. This authorization will remain in effect until I provide written notification of changes or termination.

Employee Signature: _____
Date: _____