



WAHOO STATE

MEMBER BANK F.D.I.C

164 East 5th Street

Wahoo, NE 68066

www.wahoostatebank.com

Welcome to Wahoo State Bank – we are so happy to have you with us. Everything you need for a quick and easy switch to Wahoo State Bank is right here. No hassles...no hard work...and no trips to your old bank.

1) ESTABLISH A NEW ACCOUNT WITH WAHOO STATE BANK

Visit our main bank location at 164 E. 5th St, Wahoo, Nebraska.

2) MOVE YOUR AUTOMATIC PAYMENTS AND DEPOSITS TO YOUR NEW ACCOUNT

We have provided the forms you will need. Just fill in the blanks and sign. You can also bring us a list of your payees and companies that credit your account and we will take care of the change for you.

3) CLOSE YOUR OLD ACCOUNT

We have provided a letter that notifies your old bank account which accounts you are closing and gives directions for disbursement of any remaining funds. Make sure all of your checks have cleared and your automatic payments and deposits have been switched before you close your account.

4) QUICK CHECKLIST

To help you keep track of your switch, we have included a quick checklist. You can use this form to track all of the information you need to move your direct deposits, payments, and close your old account.

Be sure to shred or destroy any unused checks, deposit slips and ATM or Debit cards. Don't forget about other items such as your savings account, safe deposit box, loans or lines of credit. We can help move these accounts as well.

Switch Kit Checklist



WAHOO STATE
MEMBER BANK F.D.I.C.
 164 East 5th Street
 Wahoo, NE 68066

Let's get organized for your switch to Wahoo State Bank.

Wahoo State Bank Account Number: _____

Wahoo State Bank Routing Number: **104913255**

IMPORTANT:

- Before you close your former bank account(s) know that it may take a few statement cycles for all of your checks, automatic payments and withdrawals to clear.
- Determine how much money you will need to leave in the former bank account(s) to cover these transactions.

Start checking the list: This handy checklist of automatic payments and direct deposits will help make sure you remember everything you need to change.

Automatic Payments		Direct Deposits
<input type="checkbox"/> Mortgage/Rent	<input type="checkbox"/> Charitable Donations	<input type="checkbox"/> Payroll
<input type="checkbox"/> Car Loan/Lease	<input type="checkbox"/> Gym	<input type="checkbox"/> Retirement/Pension
<input type="checkbox"/> Cell Phone/Telephone	<input type="checkbox"/> iTunes/Google Play	<input type="checkbox"/> Social Security
<input type="checkbox"/> Credit Card(s)	<input type="checkbox"/> Department Store(s)	<input type="checkbox"/> Investment Income
<input type="checkbox"/> Electric/Gas	<input type="checkbox"/> Water Company	<input type="checkbox"/> Child Support Income
<input type="checkbox"/> Auto Insurance	<input type="checkbox"/> Rx	<input type="checkbox"/> Other Salary
<input type="checkbox"/> Health/Life Insurance	<input type="checkbox"/> Trash	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Home/Renters Insurance	<input type="checkbox"/> Student Loan	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Cable/Satellite TV	<input type="checkbox"/> Other (list)	
<input type="checkbox"/> Internet Service Provider	<input type="checkbox"/> Other (list)	

Sent notifications? Check this list: Keep track of your automatic payments and direct deposits as you contact companies to inform them of your switch to Wahoo State Bank.

	Company	Phone	Contact Date	Effective Date
Automatic Payments				
Direct Deposit				

Automatic Payment Authorization Letter

Date: _____

To: _____

I recently opened a new account with Wahoo State Bank and I would like to have my automatic payments with your company changed to my new bank account.

My new Wahoo State Bank account number, as well as all my other pertinent information, is listed at the bottom of this letter. If you have any questions, or if you have additional authorization forms I need to sign, please contact me at the number shown below.

This letter will serve as authorization for your company to begin making automatic payments from the Wahoo State Bank account indicated below effective immediately. I understand this authorization will remain in effect until I give written notification to terminate this service.

I've attached a voided check from my new Checking account. Thank you for your cooperation with this change.

Sincerely,

Signature

Date

Account Number with Your Company

Printed Name/ Primary Account Owner

New Bank Account Number:

Address

New Bank Routing Number: 104913255

City, State, Zip

New Bank Address

Phone

Wahoo State Bank

PO Box 188

Wahoo, NE 68066

eMail (optional)

D Checking
D Savings

This letter should be sent to all companies who automatically deduct payments from your account. Simply personalize this letter and you're good to go,

NOTE: Some companies may require a specific form in order to complete the change of your automatic payments to your new account.

Direct Deposit Authorization Letter

Date: _____

To: _____

I recently opened a new account with Wahoo State Bank and I would like to have my direct deposits with your company changed to my new bank account.

This letter will serve as authorization for your company to begin making direct deposits into the Wahoo State Bank account indicated below effective immediately. I understand this authorization shall remain in effect until I give written notification to terminate this service.

My new Wahoo State Bank account number, as well as other pertinent information, is listed at the bottom of this letter. If you have any questions, or if you have additional authorization forms I need to sign, please contact me at the number shown below.

Thank you for your cooperation with this change.

Sincerely,

Signature

Date

Account Number with Your Company

Printed Name / Primary Account Owner

New Bank Account Number: for Direct Deposit

Address

New Bank Routing Number: **104913255**

City, State, Zip

Phone

New Bank Address
Wahoo State Bank
PO Box 188
Wahoo, NE 68066

eMail (optional)

This letter should be sent to all companies who automatically make deposits into your account. Simply personalize this letter and you're good to go.

NOTE: Some companies may require a specific form in order to complete the change of your direct deposits to your new account.

Account Closing Letter

Date: _____

To: _____

Please consider this as an official notice of my desire to close my account(s) at your bank.

I have listed all accounts I would like closed at the bottom of this letter, and I request that you send me a check for the remaining balance(s) to my address below,

If you have any questions about this request, or if you have additional authorization forms I need to sign, please contact me at the number shown below.

Thank you for your timely cooperation,

Sincerely,

Signature

Date

Printed Name/ Primary Account Owner

Account Number

Address

City, State, Zip

Account Number

Phone

eMail (optional)

Account Number

Checking

Savings

Other

Checking

Savings

Other

Checking

Savings

Other

You can send the account closing letter above to your old bank, closing your accounts when:

- All automatic payments and direct deposits listed on your Switch Kit have cleared.
- You have confirmed all automatic payments and direct deposits through your new Wahoo State Bank account have cleared.

Simply personalize this letter and you're good to go.