

## 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 [Your Bank Here]. 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 [Your Bank Here] account number.**

If you don't have an account with [Your Bank Here] you will need to open one before switching. Go to <http://www.fiswitchkit.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 your 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](http://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 [Your Bank Here] online bill pay service BillPay. If you have not yet signed up for BillPay sign up online at <http://www.fiswitchkit.com>.

### **Questions?**

Call our Customer Service Line at [406-555-5414] or stop by any branch and we'll be glad to help.



## List Your Automated Debits

List all automatic debits (ACH) that authorize periodic withdrawals to be made from a [checking account] or savings account or charged to a debit and/or credit card to pay bills, usually regular monthly payments like rent, mortgages, utilities, or membership dues.

<b>Payee / Address</b>	<b>Phone / Fax</b>	<b>Amount / Account Number</b>
<i>i.e. Gas Company</i>	<i>1-800-555-1234</i>	<i>\$45.00</i>
<i>123 Street City, State Zip</i>	<i>406-555-1234</i>	<i>123456789-55</i>










