

Switch Kit Checklist

- Open an account with First State Bank
- Stop using your previous checking account. Allow sufficient time for any outstanding checks, direct deposits and/or automatic withdrawals to post, and make sure there are enough funds available to cover these transactions.
- Send written notice to all direct deposit vendors (payroll, social security, CD interest payments, ect.) Also, any vendors who automatically take your payments from your checking account (utilities, insurance companies, mortgage companies, internet service providers, etc.) that you are closing your account with the current bank, and provide them with your new banking information. **
- Send a written notice to the financial institution that you wish to close your account.

**** Indicates a form is available in this Switch Kit for this purpose.**