



# FIRST STATE BANK

we're big on **YOU**

Use this form to notify your former bank that you are closing your account.

Please close my account.

Date: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

To whom it may concern:

Please close the following account (s):

\_\_\_\_\_

Please send the balance remaining to the address below.

If you have any questions please call me at: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
Account owner

\_\_\_\_\_  
Account owner



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Use this form to inform companies to have your automatic payments deducted from your new account with First State Bank.

1. Complete, sign and date this form
2. Submit this form to each company/organization that is authorized to make automatic deductions from your account.

**Automatic Deductions**

To Whom it May Concern:

I recently changed banks and request that my automatic deductions be switched to my new First State Bank account.

Name on Account: \_\_\_\_\_

Account number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please switch my automatic deductions to this account:**

**Checking**       **Savings**

**Effective:** \_\_\_\_\_

First State Bank

FSB Routing number: 082901460

Account number: \_\_\_\_\_

I authorize your company to initiate debit entries to my account listed above at First State Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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This form will help you keep track of companies you have notified of your account changes.

## Automatic Transactions Check List

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Date request made: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

Letter mailed: \_\_\_\_\_

Called on: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Notes: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Date request made: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

Letter mailed: \_\_\_\_\_

Called on: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Notes: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Date request made: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

Letter mailed: \_\_\_\_\_

Called on: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Notes: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Date request made: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

Letter mailed: \_\_\_\_\_

Called on: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Notes: \_\_\_\_\_



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**Automatic Deposits**

Use this form to redirect automatic deposits such as payroll or any other distributions to your new First State Bank account.

1. Complete, sign and date this form
2. Submit this form to your employer or company that is currently authorized to make automatic deposits to your account

To Whom it May Concern:

I recently changed banks and request that my automatic deposit be switched to my new First State Bank account.

Name on Account: \_\_\_\_\_

My identifying number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please switch my automatic deposit to this account:**

**Checking**       **Savings**

**Effective:** \_\_\_\_\_

First State Bank

FSB Routing number: 082901460

Account number: \_\_\_\_\_

I authorize your company to direct deposit to my account listed above at First State Bank.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**DIRECT DEPOSIT OF FEDERAL BENEFIT PAYMENTS**

If you are already receiving a direct deposit from Social Security Administration (SS or SSI) call **1-800-772-1213** to change banks. A representative is available 7am to 7pm Monday thru Friday.

People who are deaf or hard of hearing may call SSA toll-free TTY number, **1 (800) 325-0778**, between 7 a.m. and 7 p.m. on Monday through Friday.

**\*\*Please have your Social Security number available when you call.**

The Social Security Administration provides a secure Web environment where you may change your direct deposit information. Through their site, you may change your current direct deposit to another account or financial institution. To utilize this service, you must create a my social security account you can visit: [godirect.org](http://godirect.org)

First State Bank -

Routing # 082901460

Checking

Savings

Your FSB Account number: \_\_\_\_\_