



**PLATTE VALLEY BANK**  
*A Platte Valley Company*  
MEMBER FDIC

## We Make Switching Easy!

Don't let the overwhelming thought of switching banks keep you from getting the outstanding products and exceptional service you deserve. This simple switch kit puts you on the fast track to hassle free banking with us.

### **Follow these five easy steps:**

**Step 1: Open a Platte Valley Bank Checking account.** Stop by one of our locations and let us help you in finding the right account to fit your needs and lifestyle. To speed up the process, have the **Customer Information Sheet** filled out and ready to go when you walk in.

**Step 2: Stop using your previous checking account.** Allow time for outstanding checks to clear. Destroy your ATM and/or Debit cards, any unused checks and deposit slips. Use the **Check and Balance Sheet** to balance your old account and determine the balance needed to cover any outstanding items.

**Step 3: Move your direct deposits to Platte Valley Bank.** Use the **Direct Deposit Request Form** to instruct companies to redirect your automatic deposits into your new Platte Valley Bank account. Direct Deposits may include: payroll, Social Security, dividends, and annuities. Keep track of your communication with our **Tracking Sheet**.

**Step 4: Transfer any automatic payments and debits to Platte Valley Bank.** Inform companies to have payments automatically deducted from your new account at Platte Valley Bank by using the **Automatic Payment Request Sheet**. Keep track of your communication with our **Tracking Sheet**.

**Step 5: Close your old account.** The **Account Closing Request Form** will assist you in communicating with your old financial institution your intention on closing your accounts.





# Check and Balance Sheet

## Primary Account Holder

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

## Joint Account Holder (if applicable)

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

### Accounts and Services you currently use or are interested in:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Regular Checking Account          | <input type="checkbox"/> ATM Card            | <input type="checkbox"/> Credit Card*      |
| <input type="checkbox"/> Interest Bearing Checking Account | <input type="checkbox"/> Debit Card          | <input type="checkbox"/> Safe Deposit Box  |
| <input type="checkbox"/> Savings Account                   | <input type="checkbox"/> Internet Banking    | <input type="checkbox"/> Consumer Loan*    |
| <input type="checkbox"/> Individual Retirement Account     | <input type="checkbox"/> Online Bill Pay     | <input type="checkbox"/> Mortgage Loan*    |
| <input type="checkbox"/> Certificate of Deposit            | <input type="checkbox"/> Trust Services      | <input type="checkbox"/> Home Equity Loan* |
| <input type="checkbox"/> Health Savings Account            | <input type="checkbox"/> Investment Services | <input type="checkbox"/> Other: _____      |

\*subject to credit approval, some restrictions may apply





# Check and Balance Sheet

It is important that you balance your old account to determine the balance needed to cover outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

- Use all receipts and your check register to identify items not on your statement.
- Don't close your former account immediately as it can take up to two statement cycles for all outstanding items to clear.
- If you have more than one account, please print additional forms as needed.

1. Former Bank Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Enter the current balance from your most recent statement: \$ \_\_\_\_\_  
 List deposits that do not appear on the statement:

DATE: _____	\$ _____
DATE: _____	\$ _____
DATE: _____	\$ _____
DATE: _____	\$ _____
DATE: _____	\$ _____

ADD YOUR CURRENT BALANCE AND RECENT DEPOSITS TOGETHER: (1) \$ \_\_\_\_\_

2. List all outstanding checks, withdrawals and any automatic deductions that do not appear on your statement:

DESCRIPTTION: _____	DATE: _____	\$ _____
DESCRIPTTION: _____	DATE: _____	\$ _____
DESCRIPTTION: _____	DATE: _____	\$ _____
DESCRIPTTION: _____	DATE: _____	\$ _____
DESCRIPTTION: _____	DATE: _____	\$ _____
DESCRIPTTION: _____	DATE: _____	\$ _____

ADD THESE OUTSTANDING ITEMS: (2) \$ \_\_\_\_\_

THIS IS THE AMOUNT YOU SHOULD LEAVE IN YOUR FORMER ACCOUNT.

3. Subtract Amount 2 from Amount 1:	Amount from (1)	\$ _____
	Amount from (2)	\$ _____
	<b>Total</b>	<b>\$ _____</b>

THIS IS THE AMOUNT YOU CAN DEPOSIT INTO YOUR NEW PLATTE VALLEY BANK ACCOUNT.





## Direct Deposit Request Instructions

### Direct Deposits

After you have identified the Direct Deposits from your previous bank statements, use the Direct Deposit Request Form to notify the depositor of your new bank information.

#### Before sending the Direct Deposit Request:

1. Check with your employer or source of income to make sure no other forms are required. For Social Security Direct Deposit, call the Social Security Administration at 1-800-772-1213 or go to [www.ssa.gov/deposit/howtosign.html](http://www.ssa.gov/deposit/howtosign.html).
2. Use the enclosed form to establish your Direct Deposit at Platte Valley Bank by providing it to your employer/source of income.
3. Maintain the account at your previous bank until you have confirmed that your Direct Deposits have been switched to your Platte Valley Bank Account.

#### After sending the Direct Deposit Request:

1. Confirm with your employer/source of income that the forms were received.
2. Monitor your account through your Platte Valley Bank NetBANKING account at [www.pvbank.com](http://www.pvbank.com), or by using our 24-hour.
3. Keep track of your communication with our Tracking Sheet.

#### Examples of Direct Deposit:

- Paycheck from employer
- Social Security
- VA compensation
- Retirement/pension plan
- Interest income
- Dividends
- Military pay





# Direct Deposit Request Form

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RE: Switching my direct deposit to a new account.

ATTN: \_\_\_\_\_

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposits into my new Platte Valley Bank account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
authorized signature

\_\_\_\_\_  
date

### Direct Deposit Information

NAME: \_\_\_\_\_ SSN OR EMPLOYEE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

OLD BANK: \_\_\_\_\_ ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ AMOUNT DEPOSITED: \_\_\_\_\_

**NEW BANK: PLATTE VALLEY BANK ROUTING NUMBER: 104102309**

ACCOUNT NUMBER: \_\_\_\_\_ AMOUNT DEPOSITED: \_\_\_\_\_





# Automatic Payments Request Instructions

## Automatic Payments

After you've identified the automatic payments each month from your previous bank statements, use the Automatic Payment Request to notify the merchant of your new bank information.

Don't forget you can also manage your payments with Platte Valley Bank's NeBANKING and online Bill Pay. It's FREE!

### **Before sending the Automatic Payment Request:**

1. Identify any existing automatic payments.
2. Use the enclosed form to request that your automatic payment be established at Platte Valley Bank.

### **After sending the Automatic Payment Request:**

1. Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your Platte Valley Bank account.
2. Keep track of your communication with our Tracking Sheet.





# Direct Deposit Request Form

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RE: Changing my automatic payments.

### ATTN: Accounts Receivable/Accounting

I have recently changed banks and would like to have my automatic payment with your company changed to my new account.

Please discontinue debility my old bank account and begin making automatic withdrawals from my new Platte Valley Bank account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
authorized signature

\_\_\_\_\_  
date

### Automatic Payment Information

NAME: \_\_\_\_\_ SSN OR EMPLOYEE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

OLD BANK: \_\_\_\_\_ ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ AMOUNT DEPOSITED: \_\_\_\_\_

**NEW BANK: PLATTE VALLEY BANK ROUTING NUMBER: 104102309**

ACCOUNT NUMBER: \_\_\_\_\_ AMOUNT DEBITED: \_\_\_\_\_





# Tracking Sheet

As you make the move to switch automatic deposits and debits to Platte Valley Bank, use this tracking sheet to record who you've talked to and the estimated completion date.

## **Direct Deposits**

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE REQUEST MADE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

LETTER MAILED       CALLED (who you spoke to) \_\_\_\_\_

COMPLETED      NOTES: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE REQUEST MADE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

LETTER MAILED       CALLED (who you spoke to) \_\_\_\_\_

COMPLETED      NOTES: \_\_\_\_\_

## **Automatic Deductions**

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE REQUEST MADE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

LETTER MAILED       CALLED (who you spoke to) \_\_\_\_\_

COMPLETED      NOTES: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE REQUEST MADE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

LETTER MAILED       CALLED (who you spoke to) \_\_\_\_\_

COMPLETED      NOTES: \_\_\_\_\_







## Account Closing Request Instructions

### **Before sending the Account Closing Request:**

1. Check with your previous bank to make sure no additional forms or information are required.
2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have a Certificate of Deposit (CD), it is important to check the maturity dates.
3. Be sure that all automatic transactions have been switched to your Platte Valley Bank account before closing your old account.

### **After sending the Account Closing Request:**

1. Check account statements to verify that all accounts have a zero balance and have been closed.





# Account Closing Request Form

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE: Close my account.**

**ATTN: Account Maintenance**

This letter is to inform you I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance to my address.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
authorized signature

\_\_\_\_\_  
date

**Account Information**

Account #1: \_\_\_\_\_

Account #2: \_\_\_\_\_

Account #3: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

