make the **SWITCH** TO A BETTER **BANK**

WE MAKE THE SWITCH EASY!

- switch kit checklist
- direct deposit transfer letter
- automatic payment transfer letter
- automatic payment and deposit checklists
- account closure request letter
Thank you for choosing Forest Park National Bank
We are dedicated to ensuring that your transition is a smooth one.

☐ **STEP 1** Get Organized
  • Open a Forest Park National Bank account.
  • Review your last few statements and identify all automatic payments and automatic deposits.
  
  Note: keep in mind that not all automatic payments that you have previously established occur on a monthly basis. For example, insurance payments, some utilities and federal and state tax returns/ payments can occur on irregular intervals such as bi-monthly, quarterly or even an annual basis.

☐ **STEP 2** Move Your Direct Deposit & Automatic Payments
  • Prepare to move your direct deposit by completing the Direct Deposit Transfer Letter.
  
  Note: you may be asked to fill out an additional form by the company making the direct deposit.
  
  • To transfer social security direct deposit, you can either call Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm
  
  • Set up new automatic payments. You can use the Automatic Payment Transfer Letter, or consider Forest Park National Bank Online Banking with free bill pay as an alternative that gives you more control over your money. (If you are setting up more than one automatic payment, print or make additional copies of the Automatic Payment Transfer Letter for each automatic payment).
  
  Note: You may be asked to fill out an additional form by the company making the automatic payment.

☐ **STEP 3** Close Your Old Account
  • Confirm all checks have cleared and all automatic payments have been transferred to your new account. Leave sufficient funds in your former account to cover any outstanding checks or pending automatic payments.
  
  • Complete the Account Closure Request Letter and send it to your former financial institution. (Some financial institutions may require you to fill out additional forms). If your account is an interest-bearing account, request to have your accrued interest paid prior to closing.
  
  • If you receive Social Security payments, confirm that your benefits are coming into your new Forest Park National Bank account before closing your existing account.
  
  • Properly destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your former accounts.
  
  • Start using your new Forest Park National Bank account exclusively.

☐ **STEP 4** Keep Copies For Your Records
  • Remember to keep a copy of all documents, letters and forms for your personal records.

☐ **STEP 5** Transfer Other Accounts
  • Consider making your financial life less complicated by transferring other accounts to Forest Park National Bank. We offer a complete line of banking products including mortgage services. With all of your funds in one place, your banking will be easier. Our banking team will be better able to help you manage your finances and find ways to make your money work harder for you.
  
  • Call us at 708.771.3700, or visit one of our branches and we will be happy to assist you.

*We’re here to help make the switch easy!*

Thanks again for choosing Forest Park National Bank!
Complete this form for every company (i.e. employer, vendor) initiating a direct deposit to your account. Then, give this signed form, along with a voided check from your new Forest Park National Bank account, to the party making the direct deposit.

☐ ESTABLISH DIRECT DEPOSIT  ☐ CHANGE MY EXISTING DIRECT DEPOSIT

Company Information:
Company Name
Address
City _______________________________ State _____ Zip ________ Phone # ____________

Customer Information:
Name _________________________ Employee ID#/Account# _________________________
Social Security# _____________________________________________________________________________
Address
City _______________________________ State _____ Zip ________ Phone # ____________

Forest Park National Bank Information:
Routing Number: 0719-2166-8

Deposit Information:
Note: You can route your direct deposit to more than one account, if your employer allows.
1. Account Type: 2. Account Type:
☐ Checking or Money Market ☐ Checking or Money Market
☐ Savings ☐ Savings
Account Number: ________________________ Account Number: ________________________
Amount $ or % (circle one) ________________ Amount $ or % (circle one) ______________

I authorize ___________________________ (employer/company) to make deposits directly to my Forest Park National Bank account(s) indicated above, and authorize the bank to accept such deposits.

Customer Signature ___________________________ Date ______________
Complete and sign this form for every company initiating an automatic payment to your account. Then, give this signed form, along with a voided check from your new Forest Park National Bank account, to the company receiving the automatic payment.

☐ ESTABLISH AUTOMATIC PAYMENT  ☐ CHANGE MY EXISTING AUTOMATIC PAYMENT

Company Information:

Company Name ________________________________________________________________________________
Address ________________________________________________________________________________
City ___________ State _____ Zip ________ Phone # ________________
Customer Account Number with Payee/Company _____________________________________________

Customer Information:

Name _________________________ Employee ID#/Account# ____________________________
Address ________________________________________________________________________________
City ___________ State _____ Zip ________ Phone # ________________

Forest Park National Bank Information:

Routing Number: 0719-2166-8
Account Number:__________________________________

☐ Savings  ☐ Checking or Money Market

I authorize ______________________________ (company) to make automatic payments from my Forest Park National Bank account(s) indicated above, and authorize the bank to accept such payments.

Customer Signature _______________________________ Date _____________
## Automatic Payment Checklist

<table>
<thead>
<tr>
<th>Payment</th>
<th>Company</th>
<th>Account #</th>
<th>Date of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage/Rent</td>
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<td></td>
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<tr>
<td>Auto Loans</td>
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<tr>
<td>Insurance:</td>
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<td>Life</td>
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<td>Home Owner’s</td>
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<td>Car</td>
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<td>Pet</td>
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<td>Other</td>
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<td>Credit Cards</td>
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<td>Gas/Oil</td>
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<td>Water/Sewer</td>
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<td>Internet Provider</td>
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<td>Health Club</td>
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<tr>
<td>Investments</td>
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<tr>
<td>IRA/Retirement</td>
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## Automatic Deposit Checklist

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<td>Employee Payroll</td>
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<td>Investment Incomes</td>
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<tr>
<td>Other</td>
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</tr>
</tbody>
</table>
To Whom It May Concern:

Please accept this letter as my authorization to close the accounts listed below effective as of ____________ (date). To the best of my knowledge all transactions including ATM/Debit card, automatic deposits/payments and checks written have posted to the following accounts.

☐ Please close the account(s) noted below and mail the balance and any interest earned to the address below.

Former Account Number: ________________________________
Former Account Number: ________________________________
Former Account Number: ________________________________
Former Account Number: ________________________________

Customer Information:

Print Name ________________________________________________
Address ________________________________________________
City __________________________ State _____ Zip ________ Phone # _______

Customer Signature ___________________________ Date ________