



Switch Kit

Our purpose at American State Bank is to help our customers achieve their dreams. These days we all have busy lives, so here at American State Bank we are always looking for ways to make banking with us easy and convenient. The American State Bank Switch Kit is just one more way we are working to make your life simple.

6 Easy Steps

Follow the five easy steps in the American State Bank Switch Kit and put some light into your banking!



We Are Here to Assist You!

Step 1: Bring the Following:

Bring photo I.D., and Social Security card, or documentation for Social Security #

Step 2: Open an American State Bank Checking Account!

See a Customer Service Representative at one of our three convenient locations. They will help determine what account(s) fits you best.

To make the process even faster have the New Deposit Consumer Account Application filled out when you come in to open your American State Bank Checking account.

Step 3: Stop Using Your Previous Checking Account.

Allow time for outstanding checks to clear. Destroy your ATM and/or Debit Cards, and unused checks and deposit slips.

Step 4: Move Your Direct Deposit(s) to American State Bank

Use the Direct Deposit Request to make this process even easier!

Step 5: Transfer Any Automatic Payments and Debits to American State Bank

Use the Automatic Payment Request to assist you in quickly making the switch.

Step 6: Close Your Previous Checking Account.

Close your previous checking account. Use the Account Closing Request to close your previous checking account.

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American State Bank

New Deposit Consumer Account Application

Please provide your current Driver's License or other picture ID and Social Security Card at opening.

Type of Account Applying For:

Checking Savings ATM Card
 Internet Banking Telephone Banking Debit Card

I Would Like More Information On:

American State Bank Credit Card Safe Deposit Box
 Home Mortgage Personal Loan
 American State Bank Plus Program Financial Planning and Investments

Where is the source of funds from to open the account? _____

Who referred us to you? _____

Refer A Friend: _____

Individual Applicant Information

Name (First, Middle, Last) _____

Birth Date: ____ / ____ / ____ Home Telephone No. _____ Cell No. _____

Are you a US Citizen? _____ If No, what is your home country? _____

Driver's License No./Passport No. _____ Social Security No. _____

Address: _____
Street City State Zipcode

Employer: _____ Length of Employment: _____

Employer Address: _____
Street City State Zipcode

Employer Information: _____
Telephone No. Position/Title/Occupation

Joint Applicant Information

Name (First, Middle, Last) _____

Birth Date: ____ / ____ / ____ Home Telephone No. _____ Cell No. _____

Are you a US Citizen? _____ If No, what is your home country? _____

Driver's License No./Passport No. _____ Social Security No. _____

Address: _____
Street City State Zipcode

Employer: _____ Length of Employment: _____

Employer Address: _____
Street City State Zipcode

Employer Information: _____
Telephone No. Position/Title/Occupation

I certify that everything I have stated in this application and on any attachments is correct. You may keep this application whether or not it is approved. By signing below I authorize you to check my credit account and employment history and/or have a credit reporting agency prepare a credit report on me. I also authorize you to answer questions other may ask about my credit record with you. I understand that I must update my credit information at your request if my financial condition changes.

Applicant's Signature _____ Date _____

Joint Applicant's Signature _____ Date _____

New Deposit Request Instructions

Direct Deposits

After you've identified the Direct Deposit from your previous bank statements, use the Direct Deposit Request 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.htm
- 2:** Use the enclosed form to establish your direct deposit at American State 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 Deposit(s) has been switched to your American State Bank account.

After Sending the Direct Deposit Request

- 1:** Confirm with your employer/source of income that forms were received.
- 2:** Monitor your account through the American State Bank Telebank service or online at www.americanstatebank.com

Examples of Direct Deposit

- Paycheck from Employer
- Social Security
- VA Compensation
- Retirement/Pension Plan
- Interest Income
- Dividends
- Military Pay



Direct Deposit Request

American State Bank
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Company Name

Address

City, State, Zip

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 deposit(s) into my new American State 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 Social Security Number or Employee Number

Address City/State Zip

Phone: Day Evening (circle one)

Old Bank Name Routing Number

Account Number Amount Deposited (Enter Deposit Amount or "Total Deposit")

American State Bank 073922403

New Bank Name Routing Number Account Number

Account Number Amount Deposited (Enter Deposit Amount or "Total Deposit")

Automatic Payment Request Instructions

Automatic Payments

After you've identified the Automatic Payments 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 American State Bank's Internet Banking and Online Bill Pay. It's *FREE* with American State Bank Checking!

Before Sending the Direct Deposit Request

- 1:** Identify any existing automatic payments.
- 2:** Use the enclosed form to request that your automatic payment be established at American State Bank.
- 3:** Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your American State Bank account.



Automatic Payment Request

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Company Name

Address

City, State, Zip

RE: Changing My Automatic Payment

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 my old bank account and begin making automatic withdrawals from my new American State 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 Phone: Day Evening (circle one)

Address City/State Zip

Amount Debited (Enter payment amount or "amount due")

Old Bank Name Routing Number Account Number

Payment or Reason Date of Payment

American State Bank 073922403

New Bank Name Routing Number Account Number

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 Certificate of Deposit (CD's), it is important to check the maturity dates.
- 3:** Be sure that all automatic transactions have switched to your American State Bank account before closing your old account.

After You've Sent the Account Closing Request

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



Account Closing Request

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Bank Name

Address

City, State, Zip

RE: Close My Accounts

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(s) to my address.

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

Sincerely,

Authorized Signature Date

Automatic Payment Information:

Account #1

Account #2

Account #3

Name Phone: Day Evening (circle one)

Address City/State Zip