

GETTING STARTED

1. Open an account at the convenient **FIRST BANK & TRUST CO.** banking Center nearest you.

QUICK REFERENCE INFORMATION

Your new **FIRST BANK & TRUST CO.** account information:

FIRST BANK & TRUST CO. Account Number: _____

FIRST BANK & TRUST CO. Routing Number: 103102106

Your former account number and routing number:

Former bank name: _____

Account #: _____ Routing #: _____

2. Identify all automatic deposits/Deductions that you will be switching to your new **FIRST BANK & TRUST CO.** account. Use the included checklist to help gather all necessary information.
3. Instruct Companies to redirect recurring automatic deposits/Deductions to your new **FIRST BANK & TRUST CO.** account. Just complete and sign the following forms, attach a voided check from your new **FIRST BANK & TRUST CO.** account, then submit the form to each company/organization that is currently authorized to make deposits/withdrawals from your former account.
4. Once all transactions have cleared and automatic deposits/deductions have been changed complete and mail the Closed Account Request Form to your former bank.

HELPFUL HINTS

- **Automatic Deposits:** recurring payments automatically deposited into your account on a regular basis.
- **Automatic Deductions** recurring payments automatically withdrawn from your account on a regular basis.
- **Routing Number:** the first nine numbers found at the bottom of a check.
- **Don't** close your former account immediately - it may take up to two statement cycles for all outstanding items to clear.
- **Track** your requests to change automatic deposits /Deductions with the company. Some companies require additional information other than what is included in this switch kit.
- To change **Social Security Direct Deposit** call 1-800-772-1213 or visit www.ssa.gov.