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State Bank of *Bement*

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# Switch Kit

We are making it simple to start banking with State Bank of Bement with our Easy Switch Kit. This kit includes instructions and forms that will help you switch your account to State Bank of Bement. By using all of the included information, you will be banking with State Bank of Bement in no time!

## **Step 1** – Open an account with State Bank of Bement

- Come visit the main bank location at 180 East Bodman Street in Bement. The courteous and knowledgeable staff will be happy to help you open your new account.
- While you are opening your account make sure you sign up for State Bank of Bement eTouch24 Online Banking. Online banking allows you to keep track of your accounts from the convenience of your own home!
- When you sign up for eTouch24 Online Banking, do not forget to enroll in the Bill Payment Program. The FREE feature of eTouch24 allows you to pay your bills online, which will save you both time and money!

## **Step 2** – Discontinue use of your former account

- Be sure to leave adequate funds in your former account in order to cover any outstanding checks or debit transactions.
- Shred the checks for your former account and destroy your old debit card.
- Complete the enclosed Automatic Transaction Listing.

## **Step 3** – Ensure all direct deposit transactions are routed to your new account

- Contact the companies included in your Automatic Transaction Listing on Page 3 and let them know your new account information.
- Change your Social Security Deposit information by calling (800) 772-1213 or going to [www.socialsecurity.gov](http://www.socialsecurity.gov)
- Use the example on Page 2 to find the bank routing number and your account number on your checks.

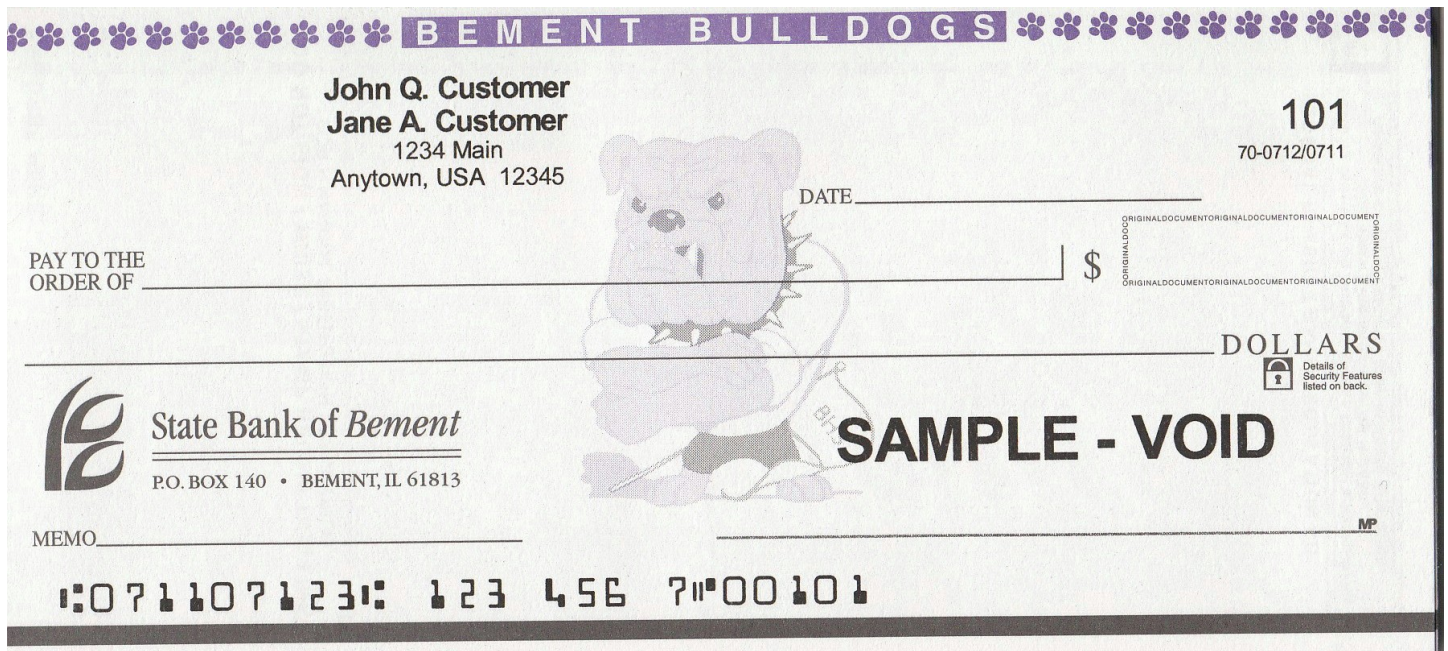
(continued on Page 2)

#### Step 4 – Switch your automatic debits

- Contact the companies included in your Automatic Transaction Listing on Page 3 and let them know your new account information.
- Review your monthly statements to ensure that all automatic debits have come out of your new account.
- Use the example on Page 2 to find your account number on your new checks.

#### Step 5 – Close your old checking account

- Balance your former account and verify that all outstanding checks or automatic debits have cleared.
- Make sure all direct deposit and automatic debit information has been changed to your new State Bank of Bement account.
- Contact your former bank and close your account.



**Routing Number**

**Account Number**

## Automatic Transaction Listing

### Direct Deposits

(Be sure to list the specific names of companies/income sources next to each category)

	Company	Account Number	Amount	Date
	Employer(s) Payroll			
	Pension(s)/Retirement			
	Social Security			
	Investments			
	Other			

### Automatic Payments

(Be sure to list the specific names of service providers next to each category)

	Company	Account Number	Amount	Date
	Mortgage			
	Auto Loans			
	Insurance			
	Credit Card			
	Gas/Oil			
	Electric			
	Cable/Satellite TV			
	Telephone			
	Cellular Phone			
	Water			
	Garbage			
	Internet Provider			
	Health Club			
	Investments			
	IRA/Retirement			
	Charitable Contributions			
	Childcare			
	Other			