



The **Atlanta**
National Bank

Switch Kit

Switching banks couldn't be easier when you make the switch to The Atlanta National Bank!

Welcome to The Atlanta National Bank! Whether you've just relocated to the area, or are in the process of transitioning from another bank, we appreciate your business and are grateful that you have chosen us as your new bank.

We realize that making the switch from one bank to another can seem like a daunting process, especially if you were utilizing such services as online bill pay, automatic payments or withdrawals and direct deposit at your previous bank. In order to streamline the process, we want to provide you with our handy Switch Kit! This useful resource provides you with everything you need to quickly and easily collect all the information required to close an account at your previous bank and open a new account at The Atlanta National Bank.

Our Switch Kit makes the process of moving from one bank to another easy and seamless: fill in each page as it applies to you and bring it with you when you come in to open your new account. It's as simple as that!

Of course, there are a few details you need to keep in mind when closing an account with one bank and opening a new account with another. That's why we've included a handy checklist to help you navigate the process (see page 2.) A few additional tips to help you on your way:

- Keep your old direct deposit and auto bill pay account(s) open until those recurring transactions have been successfully redirected to your new account. This will be evident when the payments appear on your new account's statement.
- Only close your account once all outstanding items have cleared.
- Empty your safe-deposit box, turn in the keys and collect your deposit, if any.
- Inquire about any possible penalties with respect to early withdrawals before you close your account. If you have certificates of deposit (CDs), it is important to check the maturity dates.

If you have any questions or concerns about switching your account, please feel free to stop by or call (217) 648-2315 and ask for assistance. Again, thank you for making the switch to The Atlanta National Bank. We look forward to serving you, and we're sure that you will find our products and services to your complete satisfaction.



Quick Start Checklist

Complete your new move to The Atlanta National Bank in just a few easy steps!

Step 1: Open an account at The Atlanta National Bank – ask an account representative for assistance.

- Set up Internet Banking, but refrain from setting up Online Bill Pay until after any outstanding payments are processed under your former account (see step 4, below).

Step 2: Stop using your former account and start using your new The Atlanta National Bank account right away.

- Be sure to leave sufficient funds in your old account to cover all outstanding items, ATM/debit card transactions, and automatic payments or withdrawals.
- Destroy all unused checks, deposit slips, and ATM/debit cards associated with that account. (We will be happy to completely shred and destroy these materials if you bring them in with you.)

Step 3: Move your Direct Deposits to The Atlanta National Bank.

- Transfer direct deposits to your new account.
 - You may use our Direct Deposit Authorization Form to send to your Direct Deposit Originator directly.
 - If you receive Social Security payments, call 1-800-772-1213 to make the switch.
 - For fast reference, find the account and routing numbers on your new checks and enter them into the fields below. (Ask a customer service representative if you need assistance determining these numbers.)

Your Routing Number is: **071107563**

Your Account Number is:

Step 4: Transfer your Automatic Payments or Withdrawals to The Atlanta National Bank.

- Transfer any automatic payments to your new account.
 - You may use our Request to Transfer Automatic Payments/Withdrawals Form (see page 4.) Just be sure that you follow up within two weeks and contact each vendor that you submit a form to in order to ensure it has been received and accepted.
 - Some companies allow a phone call to update this information and most have a website that allow users to log in to and enter the requested changes online.

Step 5: Close your former account.

- Allow all outstanding items, ATM/debit card transactions, and automatic payments to clear and then balance your former account.
- Transfer remaining funds out of your account and close the account.
 - You may use our Account Closing Request Form or contact your former bank directly.

You are that much closer to becoming a valued The Atlanta National Bank customer!



Direct Deposit Authorization Form

Complete each field on this form. Return the signed form to your Direct Deposit Originator.

COMPANY INFORMATION

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

CUSTOMER INFORMATION

Name: _____

Employer ID/Account# _____ Social Security# _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

NEW BANK DEPOSIT INFORMATION

The Atlanta National Bank
105 SW Church Street / PO Box 459
Atlanta, IL 61723
(217) 648-2315

Routing/Transit Number: 071107563

Account Type: Checking Savings

Account # _____ Amount \$ _____

Account Type: Checking Savings

Account # _____ Amount \$ _____

I authorize the above named entity to make deposits in the The Atlanta National Bank account(s) identified above and authorize the bank to accept such deposits. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. I understand that this is authorization and will remain in full force and effect until the company named above has received written notification from me of its termination in time to afford the company and the depository a reasonable opportunity to act. Please send me written confirmation of when the change will be effective.

Customer Signature: _____ Date: _____

- ATTACH A VOIDED CHECK FROM YOUR NEW ACCOUNT -



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Request to Transfer Automatic Payments/Withdrawals Form

Complete, sign and send a copy of this letter to each company that you currently pay using an automatic payment or withdrawal from your account.

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Attention: Accounts Receivable/Accounting

Subject: Switching Automatic Payments for Account # _____

To whom it may concern:

The bank account currently used for my automatic payments or withdrawals is no longer active. Please immediately change my automatic payments or withdrawals to the bank account listed below.

The Atlanta National Bank
105 SW Church Street / PO Box 459
Atlanta, IL 61723
(217) 648-2315

Routing/Transit Number: 071107563

Bank Account # _____ Account Type: Checking Savings

If you should have any questions regarding this request, please call me immediately at the number listed below. Also, please send me a written confirmation of when this change will be effective. Thank you for your assistance. Sincerely,

Customer Signature: _____ Date: _____

Customer Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____

- ATTACH A VOIDED CHECK FROM YOUR NEW ACCOUNT -



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Account Closing Request Form

Date: _____

Former Bank's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please accept this as my authorization and direction to close my account(s) with your institution. Please send a check for any remaining funds in the account(s) to my address listed below. If you should have any questions regarding this request, please contact me at the phone number or address listed below. Thank you.

ACCOUNT OWNER INFORMATION

Account Owner Name: _____

Account Co-Owner Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ Day / Evening (circle one)

ACCOUNT INFORMATION

Checking Account Number: _____

Savings Account Number: _____

Other Account:

Type: _____ Account Number: _____

Type: _____ Account Number: _____

Account Owner Signature: _____ Date: _____

Account Co-Owner Signature: _____ Date: _____





Information Gathering Resource: Automatic Payments

You may use this form to record information for companies that will be making automatic deductions from your new The Atlanta National Bank account, including when and how you requested the change, as well as your preferred method of payment.

Automatic Payments – Companies that make automatic deductions from your account:

Payment	Company	Account Number	Amount	Payment Date
Auto Loan				
Charities				
Credit Card(s)				
Day Care				
Department Store Credit Card(s)				
Electric Bill				
Garbage/Trash Removal				
Gas / Oil / Fuel				
Health Club				
I-Pass				
Insurance				
Internet Service				
Investments				
IRA / Retirement				
Mobile Phone				
Mortgage / Rent				
Other Loan(s)				
Other Payments				
Telephone				
TV & Streaming Services				
Tuition / School Expenses				
Water / Sewer				



Information Gathering Resource: Direct Deposits

You may use this form to record information for companies that will be making automatic deposits into your new The Atlanta National Bank account.

Direct Deposit – Companies that make automatic deposits into your account:

Payment	Company	Account Number	Amount	Payment Date
Dividend Income				
Interest Income				
Investment Income				
Military Pay				
Payroll				
Pension or Retirement Plan				
Social Security				
V.A. Compensation				

Helpful Phone Numbers & Websites

Agency	Phone Number	Website
Social Security Administration * Visit www.ssa.gov/locator to find the address and contact info for the nearest SSA office location.	(800) 772-1213	www.ssa.gov
Department of Veterans Affairs	(800) 827-1000	www.va.gov
Office of Personnel Management	(888) 767-6738	www.opm.gov
Railroad Retirement Board	(800) 808-0772	www.rrb.gov