

Switch Kit

Switching your account to FSB in a few easy steps

1. Open your new FSB account at the nearest FSB location- Quinton, Red Oak, Stigler or Eufaula. Make sure to check out our electronic banking services. They are convenient and easy to sign up for. **Farmers State Bank routing number: 103104874**
2. Stop using your old checking account(s) and allow outstanding payments and checks to clear the account(s).
3. Direct deposit is fast, safe and convenient!
For payroll or pension direct deposit, contact your company's human resources or payroll department and ask for a direct deposit change form or use the form we have provided in this packet (Form 1). Complete and return the form as directed.

To switch your Social Security direct deposit, call the Social Security Office at 1-877-893-4665 or visit their website at GoDirect.gov.

4. Change your automatic payments (ACH) using the Automatic Payment Change Request (Form 2).
5. When all your pending payments have cleared your old account and your automatic payments have cleared your new FSB account, close your old account using the Account Closing Authorization (Form 3) or visit your old bank to close them out in person.

Your Checklist:

- Open your new account with FSB
- Sign up for Online Banking, Bill Pay, Mobile Banking and e-statements
- Verify there are enough funds in your old account to cover outstanding payments
- Transfer any automatic debit card payments to your new FSB debit card
- Contact your direct deposit providers to notify them of your new account
- Confirm all credits and debits have cleared your old account
- Close your old account by sending written notice to your financial institution

Questions or Concerns?

Stop by any location or call us at

800-600-7117

8 am – 4:30 pm Mon-Fri

Use these lists to keep track of which direct deposits and automatic payments have been switched.

Deposits	Company Name	Account Number	Date Sent	Switch Complete
Payroll				
Payroll				
Pension				
Social Security	Social Security Office (877)893-4665			
Other				
Other				

Automatic Payments	Company Name	Account Number	Date Sent	Switch Complete
Mortgage/Rent				
Car				
Car				
Insurance				
Insurance				
Telephone				
Cell Phone				
Electricity				
Gas				
Water				
Cable/Satellite				
Internet Service				
Other				
Other				

Direct Deposit Change Request – Form 1

Complete a separate form for each deposit. This form may be copied.

Change New

Company Information

Name

Date

Address

City, State Zip

Phone

Individual Information

Name

Date

Address

City, State Zip

Phone

I have closed account number _____ at _____,
and hereby authorize the transfer of my direct deposit to my new bank, The Farmers State Bank, and submit
this letter as written notification.

Deposit Instructions:

Financial Institution: The Farmers State Bank, Quinton, OK; Routing Number: 10310487

Deposit the entire amount into account number _____.

Deposit \$_____ into account number _____ and the remainder into
account number _____.

I authorize:

- The above listed entity to initiate deposit of my funds to my Farmers State Bank account(s)
- Farmers State Bank to credit entries to my account
- The notice to remain in effect until I send written notice of change or cancellation

Signature

Date

Printed Name

*Attach a voided check copy

Automatic Payment Change Request – Form 2

Complete a separate form for each payment. This form may be copied. Don't forget that many automatic payments can be set up directly using FSB Bill Pay!

Change New

Customer Information

Name	Date
Address	
City, State Zip	Phone

Vendor/Payee Information (Complete as much as possible)

Name	Account Number
Address	
City, State Zip	Phone

New Bank Information

Financial Institution: The Farmers State Bank, Quinton, OK

Routing Number: 103104874

Account Number: _____

Checking Savings

Effective immediately, I authorize the above referenced Vendor/Payee and Farmers State Bank to initiate entries into my Farmers State Bank account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

Signature	Date
Printed Name	

Account Closing Authorization – Form 3

To: _____
(Current financial institution)

From:

Name Date

Address

City, State Zip Phone

Accounts

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to:

- Me, at the above listed address
- The Farmers State Bank

Attn: Customer Service
P.O. Box 610
Quinton, OK 74561
FSB account number to be credited: _____

Primary Account Holder Signature Date

Printed Name

Joint Account Holder Signature Date

Printed Name

Note: Prior to sending this Account Closing Authorization, please review your Farmers State Bank account statements to ensure all payments and deposits have been switched to your new Farmers State Bank accounts.

