

# MIDWEST BANKCENTRE SWITCH KIT

## Everything you need to easily change banks is right here.

Changing banks can seem like an almost insurmountable task: moving your direct deposit, changing your direct debit items, setting up new bill pay accounts. That's why we have designed this Switch Kit to make changing banks as simple as possible. We've provided all the forms you need to make this process even easier! Make the switch to a local, community bank today.

## Only four steps: It's that easy!

We'll even help you complete the paperwork and mail it in.

### 1. Open the Midwest BankCentre checking account that fits your needs\*

Visit any Midwest BankCentre location to open a checking account. Then go to [MidwestBankCentre.com](http://MidwestBankCentre.com) to sign up for Online Banking, Mobile Banking and Bill Pay. Look for the Online Banking box on our homepage, then click the Enroll Now links and follow the prompts to enroll.

### 2. Change/set up your direct deposits.

Complete the *Direct Deposit Change Request Form* for each direct deposit you receive.

### 3. Change any automatic debit payments.

Complete the Auto-Payment Authorization Form for each company you authorize to debit your account.

### 4. Close your old account.

Complete the Account Closing Authorization Form and mail it to your previous bank or credit union.

Remember, our friendly team members are ready to assist you in the completion of any of these forms. You can also complete the necessary forms and mail the completed documents to the bank if you prefer to complete the paperwork at home!

\*All accounts are verified by ChexSystems and by proper identification of the account applicant

# MIDWEST BANKCENTRE SWITCH KIT

## Changing Banks Checklist

When you use the Midwest BankCentre Switch Kit, changing banks is easy. This handy checklist will help you track your progress:

- ❑ Open your new Midwest BankCentre checking and/or savings account and make your initial deposit.
- ❑ Sign up for Online Banking and Bill Pay so that you can control when you pay your bills through your new Midwest BankCentre checking account.
- ❑ Make certain enough funds are available in your “old” account (at your previous bank or credit union) to cover any automatic payments or checks that may have not yet been transferred or that may not have cleared that account.
- ❑ Send written notice to your direct deposit vendors (payroll, Social Security, etc.) alerting them to send direct deposits to your new Midwest BankCentre account. Be sure to use the *Direct Deposit Authorization Form* to assist in this process.
- ❑ Send written notice to the vendors who directly debit your account for payments (utilities, insurance, etc.) alerting them that you have closed your “old” account. Use the *Auto-Payment Change Request Form* to assist in this process.
- ❑ Confirm all direct debits have stopped on the “old” account.
- ❑ Confirm all checks have cleared the “old” account.
- ❑ Send written notice to your previous financial institution to close the old account. Use the *Account Closing Authorization Form*.

Set up your payees in Bill Pay and create a payment schedule that works best for you! Use our *Payee Checklist* to ensure you don't miss a payment.

# MIDWEST BANKCENTRE SWITCH KIT

## Direct Deposit/ Auto-Payment Checklist

| <b>Deposits</b>      | <b>Company Name/Address</b> | <b>Account Number</b> | <b>Phone (optional)</b> | <b>MBC use only</b> |
|----------------------|-----------------------------|-----------------------|-------------------------|---------------------|
| Payroll              |                             |                       |                         |                     |
| Pension              |                             |                       |                         |                     |
| Social Security      |                             |                       |                         |                     |
| Other                |                             |                       |                         |                     |
| Other                |                             |                       |                         |                     |
| Other                |                             |                       |                         |                     |
| <b>Auto-Payments</b> | <b>Company Name/Address</b> | <b>Account Number</b> | <b>Phone (optional)</b> | <b>MBC use only</b> |
| Mortgage             |                             |                       |                         |                     |
| Car                  |                             |                       |                         |                     |
| Car                  |                             |                       |                         |                     |
| Insurance            |                             |                       |                         |                     |
| Insurance            |                             |                       |                         |                     |
| Telephone            |                             |                       |                         |                     |
| Cell Phone           |                             |                       |                         |                     |
| Electricity          |                             |                       |                         |                     |
| Gas                  |                             |                       |                         |                     |
| Water                |                             |                       |                         |                     |
| Other                |                             |                       |                         |                     |
| Other                |                             |                       |                         |                     |
| Other                |                             |                       |                         |                     |

# MIDWEST BANKCENTRE SWITCH KIT

## Direct Deposit Change Request Form

Change     New

### Company Information

|                   |            |
|-------------------|------------|
| Name:             | Date:      |
| Address:          |            |
| City, State, Zip: | Telephone: |

### Individual Information (Employee/recipient of direct deposit)

|                   |            |
|-------------------|------------|
| Name:             | Date:      |
| Address:          |            |
| City, State, Zip: | Telephone: |

I have closed my:

Checking Account # \_\_\_\_\_     Savings Account # \_\_\_\_\_

at \_\_\_\_\_, located at \_\_\_\_\_.  
(name of previous financial institution      (address))

I hereby authorize the transfer of my direct deposit to my new bank, Midwest BankCentre, and submit this letter as written notification.

### Please begin sending the deposit(s) directly to:

Midwest BankCentre  
 2191 Lemay Ferry Road  
 St. Louis, MO 63125  
 ABA/Routing Number: 081000676

### Deposit instructions:

- Please deposit entire amount into checking account # \_\_\_\_\_.
- Please deposit \$\_\_\_\_\_ into savings account # \_\_\_\_\_ and the remainder to checking account # \_\_\_\_\_.

### I authorize:

- Above listed entity to initiate deposit of my funds to my Midwest BankCentre account(s).
- Midwest BankCentre to credit entries to my account(s).
- This notice to remain in effect until I send written notice of change or cancellation.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature Date

# Midwest BankCentre Switch Kit

## Auto-Payment Authorization Form

Change     New

Complete a separate form for each automatic payment. You may photocopy this form.

### Customer Information:

|                   |            |
|-------------------|------------|
| Name:             | Date:      |
| Address:          |            |
| City, State, Zip: | Telephone: |

### Vendor/Payee Information (complete as much as possible):

|                   |                                  |
|-------------------|----------------------------------|
| Vendor Name:      | Account Number with this vendor: |
| Address:          |                                  |
| City, State, Zip: | Telephone:                       |

### New Bank Information:

Midwest BankCentre  
2191 Lemay Ferry Road  
St. Louis, MO 63125  
ABA/Routing #: 081000676

New Account Number: \_\_\_\_\_  Checking     Savings

Effective immediately, I/we authorize the above referenced Vendor/Payee and Midwest BankCentre to initiate entries to my checking/savings account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request in a reasonable amount of time to act.

Signature: \_\_\_\_\_

Second Signature, if applicable: \_\_\_\_\_

*Include a voided check or deposit ticket with this form when sending to vendor/payee.*

# Midwest BankCentre

# Switch Kit

## Account Closing Authorization Form

**To: Current Bank or Credit Union**

**From: Customer Information**

|   |   |
|---|---|
| Name:   | Date:   |
| Address:  |   |
| City, State, Zip:   | Telephone:  |
| Accounts (list account numbers and select the account type – checking, savings, etc.) |   |
| Account #: _____  | <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other |
| Account #: _____  | <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other |
| Account #: _____  | <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other |

I/we hereby authorize the closure of the above listed account(s). Please mail any funds remaining in these accounts to:

- Me, at the above address
- Midwest BankCentre  
2191 Lemay Ferry Road  
St. Louis, MO 63125

Midwest BankCentre account number to be credited: \_\_\_\_\_

(Please reference my Midwest BankCentre account number on the check.)

- If applicable, please discontinue my Bill Pay service
- If applicable, please cancel my debit card and/or ATM card

Primary account holder signature: \_\_\_\_\_

Joint account holder name: \_\_\_\_\_

Joint account holder signature: \_\_\_\_\_

Note: prior to sending this Account Closing Authorization Form, please review your Midwest BankCentre statement to ensure all your automatic payments and direct deposits have been switched to your new Midwest BankCentre account.



If you have any questions about these forms,  
please contact a Personal Banker or one of our  
team members at (314) 631-5500 or (800) 894-1350.

Member  
FDIC  
NMLS #685869



MidwestBankCentre.com  
(314) 631-5500 | (800) 894-1350