

# New Account Conversion Checklist



Community Banking... Community Values

- Account Closing Form
- Payroll Direct Deposit Authorization Form
- Automatic Payment/Deposit Switch Form

*You may check the boxes next to the items you have completed so far (if any). Keep this checklist handy. As you continue completing items, simply check off the boxes.*

- Make sure all checks have cleared on your old checking account.
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.
- Send written notice to your direct deposit vendors (payroll, social security\*, CD interest payments, etc.) of the changes in your relationship.  
  
\*For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213.
- Send written notice to your vendors who automatically take your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.)
- Send notification of new account information to vendors who you want to continue to generate automatic withdrawals instead of paying by bill pay; or use this notification to start a new automatic payment with a vendor.
- Send written notice to the financial institution that you are closing your account.

*Call (217) 568-7311 or (217) 469-8900 if you have any questions regarding your switch to The Gifford State Bank.*

# Existing Account Closing Form



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•Please complete this form so that we may return it to your old bank.

To Whom It May Concern:

Please close my account described below.

\_\_\_\_\_  
Name(s) on Account

\_\_\_\_\_  
Social Security/Tax Identification Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Account Type

**Check all that apply:**

- .. No Disbursement of funds is necessary
  - i The account balance is zero.
  - i I have deposited a check for the balance in my new bank.

- .. Disbursement of funds is necessary. Please prepare a cashier's check for the balance of my account payable to:

- i Name(s) on account, and mail to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- i The Gifford State Bank for the benefit of \_\_\_\_\_

To be deposited in account number: \_\_\_\_\_

Mailed to: The Gifford State Bank  
PO Box 400  
Gifford, IL 61847

Thank you for your prompt attention to this matter.  
Sincerely,

\_\_\_\_\_  
Customer signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*One form should be used for each request. Please make additional copies as needed.  
A facsimile or electronically transmitted copy of this form may be accepted.*

# Automatic Payment / Deposit Switch Form



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•Please complete and sign one copy of this form for each automatic payment or automatic depositor (other than payroll) and mail to the institution that deposits to your old account.

*This form will notify merchants to redirect automatic payments or automatic deposits to The Gifford State Bank. To ensure accuracy, please attach a voided check from your new The Gifford State Bank account to each Automatic Deposit Switch Form that you use (see below).*

## To:

Merchant / Company Name

Merchant / Company Address

City State Zip

## From:

Name

Address

City State Zip

ID Number or Department

## Please redirect my:

Automatic Payment

Automatic Deposit

To my new The Gifford State Bank checking account effective:

Immediately

or Beginning \_\_\_/\_\_\_/\_\_\_

071113175

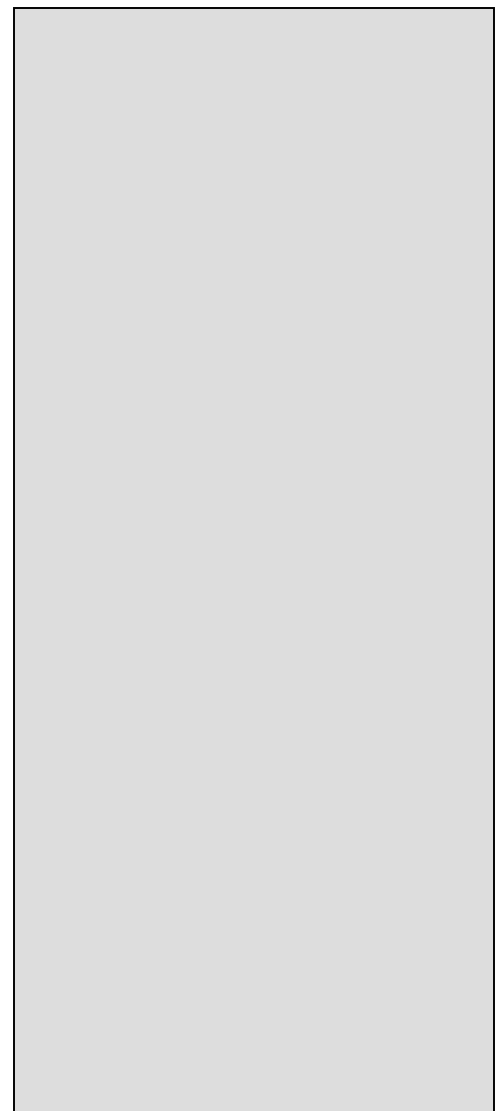
Account Number Routing #

Signature

Social Security/Tax Identification #

Daytime Phone Number

**Staple a VOIDED check  
from your new The Gifford  
State Bank account below.**



*One form should be used for each request. Please make additional copies as needed. You may want to keep your previous account open for two months in order to ensure all automatic transfers are complete.*

# Payroll Direct Deposit Authorization



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•Please check with the company that you are requesting the direct deposit from to find out if they have a direct deposit form that they require you to use.

•Complete this form for each company with which you have a payroll direct deposit.

•Please note: If you have social security or other governmental direct deposit, please use the Treasury Department, Standard Form 1199A or pick up a copy at any The Gifford State Bank locations.

•For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, 1-800-772-1213.

*Send the direct deposit authorization form to the company making the direct deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other governmental direct deposit see note in left column.*

\_\_\_\_\_  
Last Name                      First Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employer's Name                      Phone Number

\_\_\_\_\_  
Employee ID Number or Department

**List Account Numbers Below:**

\_\_\_\_\_  
Previous Account Number

\_\_\_\_\_  
Previous Bank Name                      071113175

\_\_\_\_\_  
New The Gifford State Bank Acct    Route #

Type of Account (check one):

Checking

Savings

Check Only One:

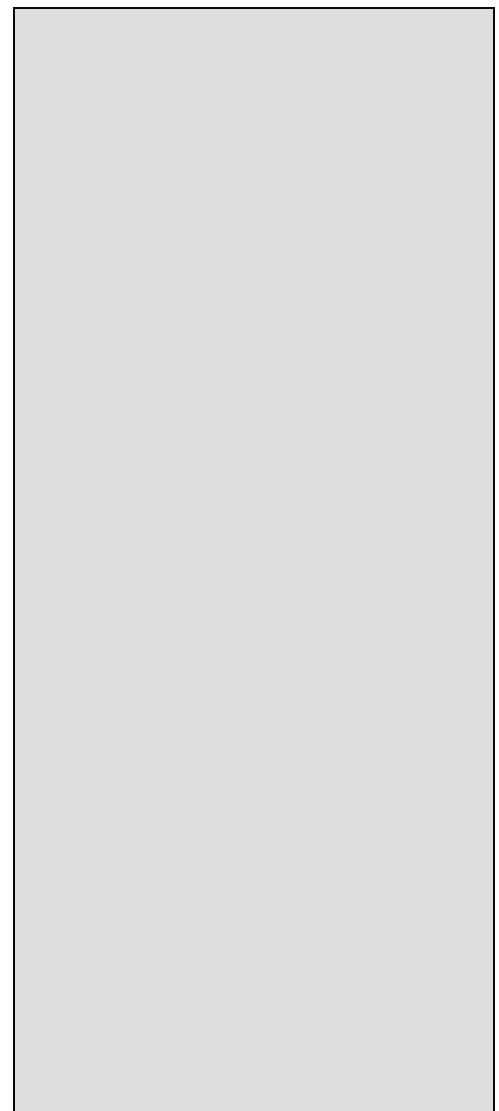
A New authorization for Direct Deposit.

Please change my existing authorization. Transfer automatic payment from my previous bank to The Gifford State Bank.

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

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

**Staple a VOIDED check  
from your new The Gifford  
State Bank account below.**



*One form should be used for each request. Please make additional copies as needed. You may want to keep your previous account open for two months in order to ensure all direct deposit transfers are complete.*