

make the
SWITCH
TO A BETTER **BANK**



WE MAKE THE SWITCH EASY!

- switch kit checklist
- direct deposit transfer letter
- automatic payment transfer letter
- automatic payment and deposit checklists
- account closure request letter





Thank you for choosing Forest Park National Bank
We are dedicated to ensuring that your transition is a smooth one.

STEP 1 Get Organized

- Open a Forest Park National Bank account.
- Review your last few statements and identify all automatic payments and automatic deposits.
Note: keep in mind that not all automatic payments that you have previously established occur on a monthly basis. For example, insurance payments, some utilities and federal and state tax returns/ payments can occur on irregular intervals such as bi-monthly, quarterly or even an annual basis.

STEP 2 Move Your Direct Deposit & Automatic Payments

- Prepare to move your direct deposit by completing the Direct Deposit Transfer Letter.
Note: you may be asked to fill out an additional form by the company making the direct deposit.
- To transfer social security direct deposit, you can either call Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm
- Set up new automatic payments. You can use the Automatic Payment Transfer Letter, or consider Forest Park National Bank Online Banking with free bill pay as an alternative that gives you more control over your money. (If you are setting up more than one automatic payment, print or make additional copies of the Automatic Payment Transfer Letter for each automatic payment).
Note: You may be asked to fill out an additional form by the company making the automatic payment.

STEP 3 Close Your Old Account

- Confirm all checks have cleared and all automatic payments have been transferred to your new account. Leave sufficient funds in your former account to cover any outstanding checks or pending automatic payments.
- Complete the Account Closure Request Letter and send it to your former financial institution. (Some financial institutions may require you to fill out additional forms). If your account is an interest-bearing account, request to have your accrued interest paid prior to closing.
- If you receive Social Security payments, confirm that your benefits are coming into your new Forest Park National Bank account before closing your existing account.
- Properly destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your former accounts.
- Start using your new Forest Park National Bank account exclusively.

STEP 4 Keep Copies For Your Records

- Remember to keep a copy of all documents, letters and forms for your personal records.

STEP 5 Transfer Other Accounts

- Consider making your financial life less complicated by transferring other accounts to Forest Park National Bank. We offer a complete line of banking products including mortgage services. With all of your funds in one place, your banking will be easier. Our banking team will be better able to help you manage your finances and find ways to make your money work harder for you.
- Call us at 708.771.3700, or visit one of our branches and we will be happy to assist you.

We're here to help make the switch easy!

Thanks again for choosing Forest Park National Bank!

DIRECT DEPOSIT TRANSFER LETTER



Complete this form for every company (i.e. employer, vendor) initiating a direct deposit to your account. Then, give this signed form, along with a voided check from your new Forest Park National Bank account, to the party making the direct deposit.

ESTABLISH DIRECT DEPOSIT CHANGE MY EXISTING DIRECT DEPOSIT

Company Information:

Company Name _____

Address _____

City _____ State ____ Zip _____ Phone # _____

Customer Information:

Name _____ Employee ID#/Account# _____

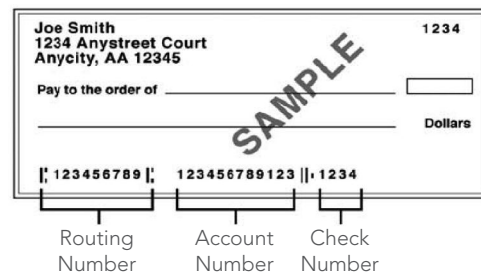
Social Security# _____

Address _____

City _____ State ____ Zip _____ Phone # _____

Forest Park National Bank Information:

Routing Number: 0719-2166-8



Deposit Information:

Note: You can route your direct deposit to more than one account, if your employer allows.

1. Account Type:

Checking or Money Market

Savings

Account Number: _____

Amount \$ or % (circle one) _____

2. Account Type:

Checking or Money Market

Savings

Account Number: _____

Amount \$ or % (circle one) _____

I authorize _____ (employer/company) to make deposits directly to my Forest Park National Bank account(s) indicated above, and authorize the bank to accept such deposits.

Customer Signature _____ Date _____

AUTOMATIC PAYMENT TRANSFER LETTER



Complete and sign this form for every company initiating an automatic payment to your account. Then, give this signed form, along with a voided check from your new Forest Park National Bank account, to the company receiving the automatic payment.

ESTABLISH AUTOMATIC PAYMENT CHANGE MY EXISTING AUTOMATIC PAYMENT

Company Information:

Company Name _____

Address _____

City _____ State ____ Zip _____ Phone # _____

Customer Account Number with Payee/Company _____

Customer Information:

Name _____ Employee ID#/Account# _____

Address _____

City _____ State ____ Zip _____ Phone # _____

Forest Park National Bank Information:

Routing Number: 0719-2166-8

Account Number:

Joe Smith
1234 Anystreet Court
Anycity, AA 12345 1234

Pay to the order of _____

_____ Dollars

⑆ 123456789 ⑆ 123456789123 ⑆ 1234

Routing Account Check
Number Number Number

Savings Checking or Money Market

I authorize _____ (company) to make automatic payments from my Forest Park National Bank account(s) indicated above, and authorize the bank to accept such payments.

Customer Signature _____ Date _____

AUTOMATIC PAYMENT & DEPOSIT CHECKLIST



Automatic Payment Checklist

Payment	Company	Account #	Date of Payment
Mortgage/Rent			
Auto Loans			
Insurance: Life			
Home Owner's			
Car			
Pet			
Other			
Credit Cards			
Gas/Oil			
Electric			
Cable TV			
Telephone			
Cell Phone			
Water/Sewer			
Garbage			
Internet Provider			
Health Club			
Investments			
IRA/Retirement			
Charities			
Daycare			
Other			

Automatic Deposit Checklist

Payment	Company	Account #	Date of Payment
Employee Payroll			
Pension/Retirement Plans			
Social Security			
Investment Incomes			
Other			

ACCOUNT CLOSURE REQUEST



Name of Former Financial Institution

Address _____

City _____ State _____ Zip _____ Phone # _____

To Whom It May Concern:

Please accept this letter as my authorization to close the accounts listed below effective as of _____ (date). To the best of my knowledge all transactions including ATM/Debit card, automatic deposits/payments and checks written have posted to the following accounts.

Please close the account(s) noted below and mail the balance and any interest earned to the address below.

Former Account Number: _____

Former Account Number: _____

Former Account Number: _____

Former Account Number: _____

Customer Information:

Print Name _____

Address _____

City _____ State _____ Zip _____ Phone # _____

Customer Signature _____ Date _____