



## NEW ACCOUNT INFORMATION

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# SWITCH KIT

## SIMPLE, QUICK AND EASY

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Member  
**FDIC**

**FIRST COMMERCIAL BANK**  
8500 Normandale Lake Blvd. Suite 110 | Bloomington, MN 55437  
Tel: 952.903.0777 | Fax: 952.903.9365 | [www.1stcommercialbank.com](http://www.1stcommercialbank.com)



First Commercial Bank makes switching accounts easy. Read through this “Easy Switch Kit” and follow our simple three step process. We provide forms to redirect automatic payments and direct deposits. Once the First Commercial Bank account is opened, be sure to immediately stop using the old account.

If you have any questions or concerns, please stop by or call us at 952.903.0777

### **REVIEW OLD ACCOUNT**

Determine if you had the following:

- Automatic Payments (Insurance, Health Club, Utility Payments, etc.)
- Direct Deposits (Payroll, Social Security, etc.)
- Online Banking and Bill Pay

### **AUTOMATIC PAYMENTS AND DIRECT DEPOSITS**

Copy and complete the “Automatic Payment/Direct Deposit Switch Form” for each payment or deposit.

**NOTE** If you already receive Social Security or SSI benefits via Direct Deposit call Social Security toll-free at 1.800.772.1213 (TTY 1.800.325.0778) to inform them of the change in your account.

### **CLOSE OUT OLD ACCOUNT**

Make sure that all checks have cleared and automatic payments and direct deposits have been switched to the new First Commercial Bank account. Copy and complete the “Existing Account Closing Notification Form” to notify the previous bank of the account closing. Destroy all old checks, deposit slips and cards (ATM or debit) associated with the old account.

# AUTOMATIC PAYMENT AND DIRECT DEPOSIT SWITCH FORM

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
ZIP

## Re: Switching my Automatic Payments/Direct Deposits

I have recently changed banks and would like to have my transactions with your company changed to my new account. Please discontinue transactions from my old account and begin using my new First Commercial Bank account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
Primary Authorized Signature (Original Signature required to authorize change)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Authorized Signature (Original Signature required to authorize change)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Old Bank Name

\_\_\_\_\_  
Routing Number

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

\_\_\_\_\_  
New Bank Name

\_\_\_\_\_  
Routing Number

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

**NOTE** Attach a VOIDED CHECK or DEPOSIT SLIP from your new account at  
FIRST COMMERCIAL BANK to this page.

# EXISTING ACCOUNT CLOSING NOTIFICATION FORM

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Old Bank Name

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Old Bank Address

City/State

ZIP

## **Re: Close Account**

I have recently changed banks and would like to close the account below immediately:

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Account Name

Account Number

Please Forward all remaining funds to me at the following address:

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Client Address

City/State

ZIP

Thank you for your attention to this matter.

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Client Signature

Date