



Financial Institution Switch Kit

Switching to *Van Wert Federal Savings Bank* has never been simpler!



Van Wert Federal Savings Bank

976 S. Shannon Street/P.O. Box 575
Van Wert, OH 45891
Phone: 419.238.9662
Toll Free: 866.238-9660
Routing Number (ABA): 241271931
www.vanwertfederal.com

Serving the Van Wert Community Since 1889.

Interested in switching your accounts to ***VAN WERT FEDERAL SAVINGS BANK***? Not sure how to get started? We've developed the Simple Switch Kit, a step-by-step guide to help make your transition to a new ***Van Wert Federal Savings Bank*** account as simple as possible. Just follow the steps to get started.

If we can be of any assistance throughout this transition, please call on our friendly Account Service Representatives in New Accounts at **419.238.9662**. Thank you for choosing to **Come Home to Van Wert Federal Savings Bank**, where you're one of the family!

- Step 1: Open a *Van Wert Federal Savings Bank* Checking account!**
Come see an Account Service Representative and determine what account(s) best fit you. We know your time is valuable, complete the Customer Information Form before coming in to make the process as fast as possible.
- Step 2: Sign up for *VWF* Online Banking and Mobile Banking!** Track your direct deposits, checks, debit card transactions, and automatic payments with ease. Also take advantage of our FREE Online Bill Pay service.*
- Step 3: Stop using your former checking account.** Be sure to allow time for all outstanding debit card transactions and checks to clear. For your security, destroy any unused checks, deposit slips, and Debit/ATM card. If you like, we can do that for you.
- Step 4: Move your Direct Deposit(s) to your new *VWF* Checking account.** Make this step simple by using the Direct Deposit Request Form.
- Step 5: Transfer any Automatic Payments and Debits to your new *VWF* Checking account.** The Automatic Payment Request Form makes easy work out of this step. Remember recurring payments you make by ACH, Debit Card, and Automatic Transfer.
- Step 6: Transfer any existing Online Bill Pay at your former bank to your new free *VWF* Online Bill Pay*.** Use the Online Bill Payer Form to help make the switch simple and pain free.
- Step 7: Close your former checking account.** When you are sure that all outstanding items have cleared **and** your Direct Deposits and Automatic Payments have made the switch to your new *VWF* Checking account, it's time to close your former checking account. Take or mail the completed Account Closing Request Form to your former bank or call them to make arrangements to close the account and forward any remaining funds to you.

CUSTOMER INFORMATION FORM

Primary Account Holder Information

Full Legal Name:

Physical Address:

City:

State:

Zip:

Mailing Address: if different from above

City:

State:

Zip:

Home Phone:

Work Phone:

Mobile Phone:

Drivers License/ID #:

Issue Date:

Exp. Date:

Employer:

Position/Title:

E-mail Address:

Secondary Account Holder Information

Full Legal Name:

Physical Address:

City:

State:

Zip:

Mailing Address: if different from above

City:

State:

Zip:

Home Phone:

Work Phone:

Mobile Phone:

Drivers License/ID #:

Issue Date:

Exp. Date:

Employer:

Position/Title:

E-mail Address:

Accounts and Services

Please check the Accounts and Services you are currently using and/or may wish to use.

Personal Checking Account

Debit/ATM Card

Consumer Loan

Personal Savings Account

Online Banking

Home Equity Line of Credit

Christmas Club Account

Mobile Banking

Mortgage Loan

Individual Retirement Account

FREE Online Bill Pay

Construction Loan

Personal Certificate of Deposit

Safe Deposit Box

Other: _____

Direct Deposit Request Instructions

Direct Deposits

Use your previous bank statements and our handy checklist to identify the Direct Deposits you need to switch to your new **VWF Checking account**.

Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension/Retirement				
Social Security				
Supplement Security				
VA Compensation				
Interest Income				
Investment Income				
Dividends				
Other:				

Use the Direct Deposit Request Form to notify depositors of your new **VWF Checking account** information. **Before** you send out the form be sure to check with your employer or source of income to make sure no other forms are required.

Helpful Phone Numbers and Web Sites

Social Security Administration	800.772.1213	www.ssa.gov/deposit/howtosign.htm
Office of Personnel Management	888.767.6738	www.opm.gov
Railroad Retirement Board	800.808.0772	www.rrb.gov
Department of Veteran Affairs	877.838.2778 or 800.827.1000	www.va.gov

After you have sent the Direct Deposit Request Form:

1. Confirm with your employer or source of income that forms were received and processed.
2. Maintain your former checking account until the switch is complete.
3. Monitor your new **VWF Checking account** through **VWF** Internet or Mobile Banking, or call us at 419.238.9662 to verify receipt of your Direct Deposit(s).

Direct Deposit Request Form

Company Name:

Address:

City, State, Zip

RE: Switching My Direct Deposit to a New Account

I have recently changed financial institutions and would like to update my Direct Deposit information. Please discontinue my current direct deposit and begin making direct deposits into my new **VWF Checking account**.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic deposits may require advance notice of changes and that depending on the timing of this request my next deposit may not be sent to my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

Direct Deposit Information

Name:		SSN or Employee No.	
Address:	City:	State & Zip:	
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Deposit:	
NEW Bank Name: Van Wert Federal Savings Bank		NEW Routing Number: 241271931	
NEW Account Number:		Amount of Deposit:	

Automatic Payment Request Instructions

Automatic Payments

Use your previous bank statements and our handy checklist to identify the Automatic Payments and Debits you need to switch to your new **VWF Checking account**.

Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell Phone				
Gas/Oil				
Water				
Internet Provider				
Credit Cards				
Daycare				
Tuition/School				
Trash Removal				
Other:				

Use the [Automatic Payment Request Form](#) to notify debiting companies of your new **VWF Checking account** information. **Before** you send out the form be sure to check with these companies to make sure no other forms are required. You may be able to make changes to account information online.

After you have sent the [Automatic Payment Request Forms](#):

1. Confirm with companies that forms were received and processed.
2. Maintain your former checking account until the switch is complete.
3. Monitor your new **VWF Checking account** through **VWF** Internet or Mobile Banking, or call us at 419.238.9662 to verify debits have been posted.

Automatic Payment Request Form

Company Name:

Address:

City, State, Zip

RE: Switching My Automatic Payments to a New Account

Attn: Accounts Receivable/Accounting

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from my new **VWF Checking account**.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advance notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

Automatic Payment Information

Name:		Payee Name:	
Address:	City:	State & Zip:	
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Debit:	
NEW Bank Name: Van Wert Federal Savings Bank		NEW Routing Number: 241271931	
NEW Account Number:		Amount of Deposit:	

Serving the Van Wert Community Since 1889

Online Bill Pay Form

Instructions:

1. Be sure that you have successfully enrolled in free **VWF Online Bill Pay**.* Go to www.vanwertfederal.com and use the log-in information provided at account opening to log-in and familiarize yourself with our bill pay system. If you need assistance, please feel free to call our Online Banking Department at 419.238.9662.
2. Visit your former bank's website and use our simple Online Bill Pay Form to record all accounts that you have enrolled in Online Bill Pay with your former bank. List the company name, mailing address, phone number, and account number(s).
3. Add any additional accounts to the Online Bill Pay Form that you would like to setup for the first time. Be sure that you have all necessary information: company name, mailing address, phone number, and account number.
4. **AFTER** you have entered all the accounts from the Online Bill Pay Form into the free **VWF Online Bill Pay** system, review all account information for accuracy.

Online Bill Pay Accounts

Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		

Account Closing Request Instructions

Before sending the Account Closing Request Form:

1. Check with your former bank to make sure that no additional information or forms are required.
2. If multiple accounts are involved, please complete a form for each account.
3. Inquire about any possible penalties with respect to early withdrawal before you close the account. If the account you are closing is a Certificate of Deposit (CD) it is important to check the maturity date. You may want to delay the switch of a CD to avoid penalties.
4. Verify that all checks and automatic payments have cleared prior to submitting the Account Closing Request Form.
5. Be sure that all automatic transactions have made the switch to your new **VWF Checking Account** prior to submitting the Account Closing Request Form.

After you've sent the Account Closing Request Form:

1. Check account statements from your former bank to verify that accounts have a zero balance and have been closed.
2. Enjoy your new **VWF Checking Account** and all the great services that **Van Wert Federal Savings Bank** has to offer.

Van Wert Federal Savings Bank Contact Information

Van Wert Federal Savings Bank

976 S. Shannon St.

P.O. Box 575

Van Wert, OH 45891

Phone: 419.238.9662

Fax: 419.238.5872

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Account Closing Request Form

Date:

Bank Name:

Address:

City, State, Zip

Primary Account Holder:

Name:

Address:

City, State, Zip

Secondary Account Holder:

Name:

Address:

City, State, Zip

RE: Account Number _____

Checking Savings Other

Attention: Account Services

Please accept this letter as my official authorization to close my account with your institution.

Please send a check in the amount of my account balance, if any, to my attention at the address you have on file. If you have any questions regarding this matter please call me at my daytime phone number: _____.

Thank you for your prompt assistance.

Sincerely,

Customer Signature

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