



Welcome to F&M Bank!

At F&M Bank, we believe in personal relationships. Our staff is available to assist you in making your transition to F&M Bank an easy one. We have also provided you with tools in this Switch Kit to help you smoothly switch your accounts.

If you need assistance, please call **800.391.2265** or stop into any one of our six convenient locations.

In this Switch Kit, you will find the following forms:

- ✓ **GET ORGANIZED** Use this form to gather all of the information you'll need to switch your accounts.
- ✓ **CLOSE YOUR ACCOUNT** This form allows you to close your account at another financial institution and have the funds sent directly to your new F&M Bank account.
- ✓ **DIRECT DEPOSIT** Use this form to change your direct deposit so that it will be redirected to your new account at F&M Bank.
- ✓ **AUTOMATIC PAYMENTS** This form can be used to redirect recurring automatic payments so they are deducted from your new F&M Bank account.

F&M BANK
◆ *"The Right Choice"*

Get Organized

Now that you've opened your new account at F&M Bank, you can use this Switch Kit to help make the transition go smoothly. Use this form to gather all of the information you'll need in one easy spot.

1. My new F&M Bank account number and ABA routing number

Your new F&M Bank Account Number:

Your new F&M Bank ABA Routing Number: 073903244

F&M Bank Address:

2. Former Bank Information

Former Bank Name:

Former Bank ABA Routing Number:

Former Bank Account Number:

3. Use your most recent bank statement (from your former bank) to gather the following information:

List all of the companies that make **Direct Deposits** into your account:

| COMPANY NAME | ACCOUNT NUMBER | DEPOSIT AMOUNT |
|--------------|----------------|----------------|
| | | |
| | | |

List all of the companies that take **Automatic Deductions** from your account:

| COMPANY NAME | ACCOUNT NUMBER | PAYMENT AMOUNT |
|--------------|----------------|----------------|
| | | |
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Helpful Tips:

- ✓ The ABA Routing Number is the first set of 9-digits found at the bottom of your check. This number is assigned to the bank and used for routing transfers and other transactions.
- ✓ For the specific addresses of the F&M Bank locations, visit our website at www.fmbankia.com and click on 'Locations'.



Close My Account

This form allows you to close your account at another financial institution and have the funds sent directly to your new F&M Bank account or to yourself.

Since this form serves as a letter to close your account, you can use it to send to your old bank after all of your existing checks, deposits, and automatic deductions have cleared.

To Whom It May Concern:

Please close my bank account(s) as described below effective ____/____/____ (date).

Name on Account:

Account Number:

Type of Account: Checking Savings

On the closing date (above), please send a check for the remaining balance in the account to:

F&M Bank (Choose one address below)

101 East Main Street, Manchester, IA 52057

4000 1st Avenue NE, Cedar Rapids, IA 52404

200 1st Street SW, Cedar Rapids, IA 52404

200 West Main Street, Anamosa, IA 52205

7641 Lake Drive, Lino Lakes, MN 55014

845 East County Road E, Vadnais Heights, MN 55127

111 East 1st Street, Monticello, IA 52310

Directly Mail to me (see address below):

Street Address or PO Box:

City, State Zip:

Signature:

Date:

Joint Account Holder Signature:

Date:



Direct Deposit

Use this form to change your Direct Deposit so that it will be redirected to your new account at F&M Bank. This form can also be used to redirect recurring automatic deposits such as dividends, annuities, or distributions from your retirement account.

Follow these easy steps:

1. Include a voided check with each Direct Deposit change.
2. Sign and date this form.
3. Submit this form to each organization that is authorized to make automatic deposits into your account.

To Whom It May Concern:

I have recently changed banks and I need to have my automatic deposit switched to my new account at F&M Bank effective ___/___/_____ (date).

Name on Account:

Account Number with your Company:

Deposit Amount: \$

I currently have my automatic deposits going to:

Financial Institution:

Account Number:

ABA Routing Number:

Please send my automatic deposits to this account: Checking Savings

F&M Bank Account Number:

F&M Bank Routing Number: 073903244

If you have any questions, please contact me at:

Signature:

Date:

Helpful Tips:

- ✓ Each direct deposit should take effect within three deposit periods. If you don't see it in your new F&M Bank account by then, be sure to contact the company issuing the deposit.
- ✓ Keep your old account open until you verify that all of your automatic payments have been switched to your new F&M Bank account.



Automatic Payments

This form allows you to change the status of Automatic Payments so that they can be taken out of your new F&M Bank account.

Follow these three easy steps:

1. Include a voided check from your new F&M Bank account with each change.
2. Sign and date this form.
3. Mail this form to each of the companies that is currently authorized to take automatic deductions from your account.

To Whom It May Concern:

I have recently changed banks, and I need to have my automatic payments switched to my new account at F&M Bank effective: ___/___/_____ (date).

I hereby authorize Automatic Payments from my new: Checking Savings

Payment to (Company):

Company Address:

Company City, State, Zip:

Payment Amount: \$ Frequency: Account Number:

I currently have my automatic deductions made from:

Financial Institution:

Account Number: ABA Routing Number:

Please switch my automatic payments to:

F&M Bank Account Number: F&M Bank ABA Routing Number: 073903244

If you have any questions, please contact me at:

Signature: Date:

Helpful Tip:

- ✓ Keep your old account open until you verify that all of your automatic payments have been switched to your new F&M Bank account.