

The Community Bank Difference: *It's Easy to Switch*

We know making the switch to a new bank isn't an easy decision, but we're glad you did. At First Bank Financial Centre (FBFC), we take pride in delivering the exceptional service you deserve. Don't let paperwork stand in the way of getting the most from your new account(s.) This guide will help you switch your former bank account(s) to FBFC *with confidence*.

This guide will make it easy to:

- Contact employers or companies to transfer any automatic deposits or withdrawals to your new account.
- Keep track of when deposits or withdrawals are switched to your new FBFC account.
- Keep enough money in your old bank accounts to cover any upcoming withdrawals and outstanding checks.
- Close your old bank accounts.

For assistance or questions with this kit, please call 888-569-9909, or visit any of our bank branches.

Discover the Community Bank Difference

Get Prepared

Identify automatic deposits and deductions that you'll be switching to FBFC. If you have not already opened an FBFC account, please visit one of our bank branches.

1. Your new **FBFC** account information for quick reference:

FBFC Account #: _____

FBFC ABA Routing #: 075902421

FBFC Address: PO Box 1004, Oconomowoc, WI 53066

2. Use the **most recent financial institution statement from your former account** and list companies which have automatic deposits or deductions through your account:

Automatic Deposits

Date	Company Name	Deposit Amount

Automatic Deductions

Date	Company Name	Withdrawal Amount

*Amounts may vary.

3. Record your former **account number** and **ABA routing number** for quick reference.

Former Financial Institution Name: _____

Account #: _____ **ABA Routing #:** _____



Helpful Hints

Automatic Deposits

These are recurring payments automatically deposited into your account on a regular basis. Examples are payroll, social security, alimony, dividend, or disability payments.

Automatic Deductions

These are recurring payments automatically withdrawn from your account on a regular basis. Examples include mortgage payments, gym membership fees and insurance premiums.

Contact Each Company

Find out the address of the main accounting office where you should send the notice of change. Some companies have this information available on their website or billing statements. Make sure no other forms are required.

ABA Routing Number

This is the first group of nine (9) numbers found at the bottom of a check.



Automatic Deposits

Instruct companies to redirect recurring automatic deposits such as payroll, Social Security, dividends, annuities, or other periodic distributions, into your FBFC account.

Follow these easy steps:

1. Complete, sign and date this form.
2. Attach a voided check from your new FBFC account.
3. Submit this form to each company/organization that is currently authorized to make automatic deposits to your account.

Company Name: _____

Company Address: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deposit be switched to my new account at **FIRST BANK FINANCIAL CENTRE**. My information is as follows:

Name on account: _____

Identifying number with your company: _____

Address: _____

Phone number: _____

Please switch my automatic deposits to this account: Checking Savings

FIRST BANK FINANCIAL CENTRE Account Number: _____

FIRST BANK FINANCIAL CENTRE ABA Routing Number: 075902421

EFFECTIVE: Immediately
 On: _____

ADDRESS: PO BOX 1004
OCONOMOWOC, WI 53066

I authorize your company to initiate credit entries to my account at **FIRST BANK FINANCIAL CENTRE**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed above.

Signature: _____ Date: _____

Helpful Hints

Track Your Request

To confirm that your automatic deposit is being deposited into your new FBFC account, check your FBFC statement, sign up and log onto your online account at FBFCWI.COM or call (888) 569-9909.

Follow Up

Automatic deposits should take effect within three (3) deposit periods. Keep your former account open until all automatic deposits have been switched to your FBFC account. If you don't see the deposit by this time, please contact the company.

Reminder

Note that some companies or organizations, like the Social Security Administration, may require a special form. Contact the company or income source to make sure no other forms are required.

For Your Reference

The Social Security Administration phone number is (800) 772-1213.

For Multiple Deposits

If you have more deposits than will fit on this form, please print additional forms as needed.

Automatic Deductions

Inform companies to have payments automatically deducted from your new FBFC account (i.e. mortgage payments, insurance premiums, gym memberships, etc.).

Follow these easy steps:

1. Complete, sign and date this form.
2. Attach a voided check from your new FBFC account.
3. Submit this form to each company/organization that is currently authorized to make automatic deductions from your account.

Company Name: _____

Company Address: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deductions be switched to my new account at **FIRST BANK FINANCIAL CENTRE**. My information is as follows:

Name on account: _____

Identifying number with your company: _____

Address: _____

Phone number: _____

Please switch my automatic deductions to this account: Checking Savings

FIRST BANK FINANCIAL CENTRE Account Number: _____

FIRST BANK FINANCIAL CENTRE ABA Routing Number: 075902421

EFFECTIVE: Immediately

On: _____

ADDRESS: PO BOX 1004
OCONOMOWOC, WI 53066

I authorize your company to initiate debit entries to my account at **FIRST BANK FINANCIAL CENTRE**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed above.

Signature: _____ Date: _____

Helpful Hints

Track Your Request

To confirm that your automatic deduction is being withdrawn from your FBFC account, check your FBFC statement, sign up and log onto your online account at FBFCWI.com or call (888) 569-9909.

Follow Up

Automatic deductions should take effect within two withdrawal periods. Keep your old account open until all automatic deductions have been switched to your new FBFC account. If you don't see the withdrawal by this time, please contact the company.

Reminder

Note that some companies or organizations may require a special form. Contact the company or income source to make sure no other forms are required.

For Multiple Deductions

If you have more than one automatic deduction, please print additional forms as needed.

Keep Track

This form will help you verify the transactions you are moving to your new FBFC account. As you request to transfer each automatic deposit or automatic deduction, use this form to determine when to follow up.

If necessary, print several of this page for your record keeping.

Automatic Deposits

Company Name: _____
 Date Request Made: _____
 Letter Mailed: _____
 Completed: _____

Phone Number: _____
 Estimated Completion Date: _____
 Called (who you spoke to): _____
 Notes: _____

Company Name: _____
 Date Request Made: _____
 Letter Mailed: _____
 Completed: _____

Phone Number: _____
 Estimated Completion Date: _____
 Called (who you spoke to): _____
 Notes: _____

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 Date Request Made: _____
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Company Name: _____
 Date Request Made: _____
 Letter Mailed: _____
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 Date Request Made: _____
 Letter Mailed: _____
 Completed: _____

Phone Number: _____
 Estimated Completion Date: _____
 Called (who you spoke to): _____
 Notes: _____

Helpful Hints

Estimated Completion Date

When should you expect the switch to take effect? Generally, Automatic Deposits take effect within three deposit periods and Automatic Deductions normally go into effect within two withdrawal periods. If you don't see the switch by then, contact the company.

For Multiple Accounts

If you have more automatic deposits/ deductions than will fit on this form, please print additional forms as needed.

The Community Bank Difference: *Relationships*

Thank you for making the switch to First Bank Financial Centre. We look forward to having you as part of our banking family, and demonstrating why your friends and neighbors have trusted FBFC as their bank since 1859.

If you have any questions, please don't hesitate to call or stop by any one of our convenient branch locations.

Oconomowoc

155 W. Wisconsin Ave.
(262) 569-9900
(888) 569-9909

Oconomowoc

W359 N5900 Brown St.
(262) 569-3055

Oconomowoc

1300 Summit Ave.
Ste. 100
(262) 567-3300

Germantown

N112 W17100 Mequon Rd.
(262) 250-3800

Hartford

940 Bell Ave.
(262) 673-0920

Hartland

800 Cardinal Ln.
(262) 369-9900

West Bend

1811 W. Washington St.
(262) 338-9900

Menomonee Falls

N56 W14044 Silver Spring Dr.
Ste. 100
(262) 252-1302