



# SwitchKit

Switch Banks in Four Easy Steps.



## Heartland Bank



EQUAL HOUSING  
LENDER

[MyHeartlandBank.com](http://MyHeartlandBank.com)

Member  
**FDIC**

## Welcome to Heartland Bank

We're glad you have chosen to bank with us. We want to make switching over your bank accounts as easy as possible. This step-by-step switch kit will help you complete this project in four easy steps!



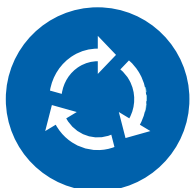
### Step 1: Open an Account With Heartland Bank

Complete and print off the [Customer Account Information Form \(Page 3 & 4\)](#). Bring this form in to your local Heartland Bank, where an associate can use this information to quickly open your new account. For more information on other Heartland Bank products and services, visit our website at [MyHeartlandBank.com](http://MyHeartlandBank.com).



### Step 2: Setup Your Direct Deposits

Complete and print off the [Direct Deposit Request Form \(Page 6\)](#). A Heartland Bank associate will use this form to help setup your direct deposits to your new Heartland Bank account.



### Step 3: Setup Your Automatic Payments

Complete and print off the [Automatic Payment Request Form \(Page 8\)](#). Submit this form to the corresponding merchant(s) to update any automatic payments to your new Heartland Bank account.



### Step 4: Close Your Old Accounts

Complete and print off the [Account Closing Request Form \(Page 10\)](#). Submit this form to your previous bank and be sure all of your checks and transactions have cleared from your old bank account.

*\*For your convenience this PDF document has been formatted to allow you to input the required information into the fields of the PDF before printing. Since this document contains personal information, please do not email this PDF to any Heartland Bank associate using non-secure email.*



## Step 1: Open an Account With Heartland Bank

### Primary Account Holder

<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Name*	Last Name*	Date of Birth*	
<input type="text"/>	<input type="text"/>		
Social Security #*	Street Address*		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address	City*	State*	Zip Code*
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone Number	Work Phone Number	Mobile Phone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drivers License #*	State Issued*	Date Issued*	Expiration Date*
<input type="text"/>	<input type="text"/>		
Employer	Occupation*		
<input type="text"/>			
Email Address			

*\*Required Information / USA Patriot Act*

### Accounts and Services

Please check any accounts or services that you currently use or are interested in:

- |                               |                    |                         |
|-------------------------------|--------------------|-------------------------|
| Regular Checking Account      | Home Mortgage Loan | Mobile Bill Pay         |
| Interest Checking Account     | Home Equity Loan   | Mobile Banking          |
| Savings Account               | ATM Card           | Mobile Deposit          |
| Individual Retirement Account | Debit Card         | Safe Deposit Box        |
| Certificate of Deposit        | Credit Card        | Trust & Estate Services |
| Health Savings Account        | Online Banking     | Investment Services     |
| Consumer Loan                 | Online Bill Pay    |                         |



## Step 1: Open an Account With Heartland Bank

### Joint Account Holder (if applicable)

First Name\*

Last Name\*

Date of Birth\*

Social Security #\*

Street Address\*

Mailing Address

City\*

State\*

Zip Code\*

Home Phone Number

Work Phone Number

Mobile Phone Number

Drivers License #\*

State Issued\*

Date Issued\*

Expiration Date\*

Employer

Occupation\*

Email Address

*\*Required Information / USA Patriot Act*



## Step 2: Direct Deposit Request Instructions

Once you have identified the direct deposits from your previous bank statements, use the [Direct Deposit Request Form \(Page 6\)](#) to notify any companies or individuals of your new bank information.

### Before sending the Direct Deposit Request:

- Check with your source of income to assure no other forms are required.
- Use the [Direct Deposit Request Form](#) to setup your direct deposit at Heartland Bank.
- Maintain the account at your previous bank until a Heartland Bank associate has confirmed your direct deposit has been switched.

### After sending the Direct Deposit Request:

- Confirm with your source of income that your [Direct Deposit Request Forms](#) were received.



## Step 2: Direct Deposit Request Form

First Name

Last Name

Account Number

Bank's Routing Number

Street Address

Mailing Address

City

State

Zip Code

I,

, authorize

Company Name

and Heartland Bank to update my automatic deposit into the account listed above. This authorization will remain in effect until I have given written notice to cancel this service.

---

Customer Signature

Date

**Attach Voided Check Here**





## Step 3: Automatic Payment Request Instructions

Once you have identified the automatic payments from your previous bank statements, use the [Automatic Payment Request Form \(Page 8\)](#) to notify the merchant of your new bank information.

### Before sending the Automatic Payment Request:

- Identify any existing automatic payments.
- Use the [Automatic Payment Request Form](#) to setup any automatic payments with Heartland Bank.

Maintain the account at your previous bank until a Heartland Bank associate has confirmed your

- automatic payment has been switched.

### Below are examples of accounts you may need to consider when setting up your automatic payments:

- TV Provider
- Credit Cards
- Health / Auto Insurance
- Mortgage Payment
- Donations
- Daycare Provider



## Step 3: Automatic Payment Request Form

First Name

Last Name

Street Address

Mailing Address

City

State

Zip Code

Company Name

Current Account Number

**Please redirect my automatic payment from the account number above as instructed below.**

Account Type:          Savings          Checking

Effective:          Immediety          Beginning on this date :

### My New Heartland Bank Account Information:

Bank Account Number

Bank Routing Number

---

Customer Signature

Date





## Step 4: Automatic Closing Request Instructions

Once you have setup your new accounts at Heartland Bank, use the [Automatic Closing Request Form \(Page 10\)](#) to inform your previous bank to close your old account(s).

### Before sending the Automatic Closing Request:

- Check with your previous bank to make sure no additional forms are required.
- Make sure to check for any possible penalties that apply to early withdrawal before you close your account.
- Be sure all of your automatic transactions have been switched to your Heartland Bank account before closing your old bank account.
- Use the [Automatic Closing Request Form \(Page 10\)](#) and send to your previous bank in order for them to close your previous bank accounts.

### After you have sent the Automatic Closing Request:

- Check account statements to verify that all of your accounts have a zero balance and have been closed.



## Step 4: Automatic Closing Request Form

Previous Bank Name

### To Whom It May Concern:

Please close the following bank account(s):

Name On Account

Account Number

Checking  
Savings

Name On Account

Account Number

Checking  
Savings

### All remaining balances should be sent to the following address:

Street Address

Mailing Address

City

State

Zip Code

Thank You.

Sincerely,

\_\_\_\_\_  
Customer Signature

Date

## Banking designed for your digital life.



### Mobile Banking

Mobile Banking is the ultimate on-demand banking service, allowing you to access your account information whenever and wherever you want. Use your smartphone to conveniently and securely bank the way that's best for you:

- Check account balances
- View recent transactions
- Transfer funds between accounts
- Deposit checks on the go
- Pay bills or people
- Locate a Heartland Bank ATM



### Online Banking

With free Online Banking, financial management has never been easier, safer or more secure. Your own 24/7 personal bank branch is at your fingertips.

- Check account balances
- View transaction history
- Access your e-Statements
- Setup and Pay bill or people
- Setup account notifications
- Transfer funds between accounts
- Setup scheduled transfers
- Send and receive secure emails



### Online & Mobile Bill Pay

With Online Bill Pay, you can view and pay all your bills, from your landscaper to your doctor, on one secure website. Online Bill Pay lets you save time and money, while managing your bill paying routine in one convenient and secure spot. Plus with Online Bill Pay, you control when and how much to pay. You can utilize Online Bill Pay from your Online or Mobile Banking account.



### Pay People with Pop Money<sup>®</sup>

Our Popmoney<sup>®</sup> personal payment service allows you to send, receive, or request money from friends, family or just about anyone with an email address or mobile number. Popmoney<sup>®</sup> is part of our Online and Mobile Banking services and lets you send other money safely, securely and with ease.