



SWITCH KIT

Switching is as easy as 1-2-3

1. Open up a checking and/or savings account
2. We will help you complete the necessary forms to have your automatic deposits and withdrawals switched to your new account
3. Sit back and enjoy what we do best: Serve you.

Dear Prospective Customer,

We know your time is very valuable, and it seems to be a hassle to “change” your checking account if you have your direct auto payments and direct deposits already set up. However, we have designed this **SWITCH KIT** to better serve you in making “the change” to Forcht Bank.

Planning your deposit and loan relationship is so important in today’s environment of fraud, identity theft and privacy. We want your banking relationship to be safe and sound from these and other events. Therefore, we want to make this change easy and comfortable for you.

The **FORCHT BANK SWITCH KIT** is one more way to earn your respect and confidence that we are here to serve you.

Forcht Bank

Direct Deposit Form – If your employer offers Direct Deposit, simply fill out this form and take it to your payroll department. For Social Security and Federal payments, fill out the *Social Security/Retirement/Federal Government Direct Deposit Form* and give it to a Forcht Bank Representative.

Payroll Deduction Form – If your employer offers Payroll Deduction, simply fill out this form and take it to your payroll department.

Automatic Transfer Form – If you have money automatically withdrawn from your checking account each month (i.e. mortgage, utility billing, insurance) complete this form and mail to the respective companies.

Letter of Closure – This letter requests your previous financial institution to close your existing account and transfer funds to your Forcht Bank account. Complete this form and mail to your current bank. Please refer to the checklist before sending this letter.

If you need more forms, please feel free to photocopy.



Company Direct Deposit Form

Employee Name _____ Social Security No. _____

I authorize _____ to automatically deposit my net wage payment each pay period to my:

Checking Account

Savings Account

Routing Number 042108397

Employee Signature _____ Date _____

Complete this form and submit it to your employer's payroll clerk. The clerk may have another employer form for you to complete. This form is intended to be an easy way to remember the account numbers you will need to start direct deposit.



*Social Security/Retirement/Federal Government
Direct Deposit Form*

Employee Name _____

Social Security No. _____

Address _____

City & State _____ ZIP _____

Phone No. _____

Representative Payee: Yes No

Type of Benefits (*check one*)

Social Security Supplemental Security Inc. Railroad Retirement Board Other _____

Account Number for funds to be deposited to:

Checking Account

Savings Account

Routing Number
042108397

Signature _____ Date _____

Give the completed form to your Forcht Bank Representative. Forcht Bank will set up your Government Direct Deposit for you.



Payroll Deduction Authorization Card

Employer Name _____

Employee Name _____

Employee ID# _____ Social Security No. _____

For EMPLOYER Payroll Department

I hereby authorize you to deduct from my earnings and deliver to **FORCHT BANK** the following:

\$ _____ WEEKLY BIWEEKLY EVERY PERIOD
 SEMI-MONTHLY MONTHLY EVERY OTHER PERIOD

Deduction shall be applied as follows:

- Checking \$ _____ Account _____
- Savings \$ _____ Account _____
- Loan \$ _____ Account _____
- _____ \$ _____ Account _____
- _____ \$ _____ Account _____

Employee Signature _____ Date _____



Automatic Transfer Form

Business Name _____

Customer's Account # _____

I have a new account number and ask that you make a note of it for my next automatic payment withdrawal.

I authorize _____ to make automatic withdrawals, as per original agreement, from the following **Forcht Bank** account number.

Checking Account

Saving Account

Routing Number
042108397

Signature _____ Date _____

Verify with company if voided check or deposit slip is needed.



Dear Sir or Madam:

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

Account Number: _____

Checking Savings

Please forward all remaining funds on deposit to:

Forcht Bank
2404 Sir Barton Way
P.O. Box 55250
Lexington, KY 40555

Please advise Forcht Bank to deposit the funds to my account:

Account Number: _____

Checking Savings

Sincerely,

Print name _____

Signature _____ Date _____



Closure Check List

Before closing your existing account, review the checklist and make sure the following have been completed.

- All checks have cleared existing account.
- All automatic withdrawals and deposits have been switched to your Forcht Bank.
- Destroy remaining checks, and return debit cards and ATM cards.

THAT'S IT! You have successfully switched your checking account to Forcht Bank.

If we can assist you with future loans or savings needs, please give us a call.