



Switch Kit Pre-Transfer Worksheet

The Switch Kit is a free tool that allows you to quickly and easily change your accounts from your financial institution to the Bank of Stronghurst. By filling out a series of forms, the Switch Kit provides all the documentation that is needed to complete the process. The pre-transfer worksheet is intended to help you gather all of the information needed before filling out the Switch Kit forms. Once the information has been collected, you're ready to switch.

The information you will need to collect:

Your new Bank of Stronghurst account number.

If you don't have an account with the Bank of Stronghurst, you will need to open one before switching.

Your current financial institution information. Your current financial institution information is needed for you to close your current accounts.

A list of any automated debits (ACH) Gather all information on companies that make electronic withdrawals from your account. This includes automatic debits (ACH) or automatic charges to your debit card. Common uses of automatic debits include rent/mortgage, utilities, phone and cable bills.

Any Direct Deposits. List any companies who regularly deposit funds into your account. Some common uses of Direct Deposits include payroll, taxes, or expense reimbursements. Social Security customers need to call the Social Security Administration toll free at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm. Local Social Security office numbers: Galesburg, IL at 1-309-344-2141 or Quincy, IL at (800) 772-1213.

Electronic Payments (Online Bill Pay) If you use an online bill pay service at your current financial institution, be sure to cancel each payee.

Questions? Call our Customer Service Representatives or stop by any of our three convenient locations and we will be glad to help.

**Bank of Stronghurst
Main Office
108 E Main St
Stronghurst IL 61480
Phone: (309) 924-1316
Fax: (309) 924-1471**

**Dallas Banking Center
605 West Third St
Dallas City IL 62330
Phone: (217) 852-6552
Fax: (217) 852-6554**

**Lomax Banking Center
297 Auburn Street
Lomax, IL 61454
Phone: (217) 449-3889
Fax: (217) 449-3893**



Pre-Transfer Checklist

Last Month's Bank Statement

Automatic Deposits

Payroll

Contact the HR Department where you work.

Please include a voided check

Effective Date of Change _____

Social Security

Contact the Social Security Administration.

Effective Date of Change _____

Transfer From Other Bank

Accounts

Effective Date of Change _____

Brokerage Deposits

Effective Date of Change _____

Other

Effective Date of Change _____

Utilities Automatic Payment

Gas

Account No. _____

Effective Date of Change _____

Electric

Account No. _____

Effective Date of Change _____

Water/Sewer

Account No. _____

Effective Date of Change _____

Local/Long Distance Telephone Service

Account No. _____

Effective Date of Change _____

Cellular Telephone Service

Account No. _____

Effective Date of Change _____

Internet Service

Account No. _____

Effective Date of Change _____

Cable or Satellite TV

Account No. _____

Effective Date of Change _____

Garbage

Account No. _____

Effective Date of Change _____

Insurance (e.g. life, health, auto, home)

Account No. _____

Effective Date of Change _____

Account No. _____

Effective Date of Change _____

Brokerage-Automatic

Investments

Effective Date of Change _____

Effective Date of Change _____

Loans (e.g. car, home equity, student loan, credit card)

Account No. _____

Effective Date of Change _____

Account No. _____

Effective Date of Change _____

Mortgage

Account No. _____

Effective Date of Change _____

Other

Effective Date of Change _____

Other

Account No. _____

Effective Date of Change _____

Other

Account No. _____

Effective Date of Change _____

Other

Account No. _____

Effective Date of Change _____

Bank of Stronghurst
Main Office
108 E Main St
Stronghurst IL 61480
Phone: (309) 924-1316
Fax: (309) 924-1471

Dallas Banking Center
605 West Third St
Dallas City IL 62330
Phone: (217) 852-6552
Fax: (217) 852-6554

Lomax Banking Center
297 Auburn Street
Lomax, IL 61454
Phone: (217) 449-3889
Fax: (217) 449-3893



Direct Deposit/Direct Debit Transfer Authorization Agreement

Bank of Stronghurst has received your written authorization to transfer your direct deposit(s) and direct debit(s) from another financial institution to your account at Bank of Stronghurst. The direct deposit(s) and direct debit(s) you have authorized Bank of Stronghurst to transfer to your account, _____, will be posted in the order in which the bank receives them.

In the event a direct debit you authorized (for transfer) is presented for payment before Bank of Stronghurst receives the direct deposit you authorized (for transfer), Bank of Stronghurst will pay the direct debit and will not assess an insufficient funds fee, if the payment causes your account to be overdrawn for the first sixty days from the date of your authorized transfer. Thereafter, fees will be assessed in accordance with the bank's "Schedule of Fees." Bank of Stronghurst will exercise ordinary care to complete your authorized transfer of direct deposit(s) and direct debit(s). If you incur any fees or charges due to negligence by Bank of Stronghurst in the processing of your written request and/or authorized direct deposit(s) and direct debit(s) request, Bank of Stronghurst will reimburse you for these fees and charges. Claims for reimbursement must be submitted in writing within six months of the date of your authorization to transfer. To file a claim, send a written request with your name, address, and account number along with a copy of the billing notice for the fee or charge to:

Bank of Stronghurst
ACH Department /Bookkeeping
108 E Main St
PO Box 420
Stronghurst, IL 61480

Customer Signature Date

Bank Representative Signature Date
Member FDIC

**Bank of Stronghurst
Main Office
108 E Main St
Stronghurst IL 61480
Phone: (309) 924-1316
Fax: (309) 924-1471**

**Dallas Banking Center
605 West Third St
Dallas City IL 62330
Phone: (217) 852-6552
Fax: (217) 852-6554**

**Lomax Banking Center
297 Auburn Street
Lomax, IL 61454
Phone: (217) 449-3889
Fax: (217) 449-3893**



Please close my account.

Date

Bank Name

Address

City State Zip

To Whom It May Concern:

Please close the account(s) noted below, mail the balance and any interest to Bank of Stronghurst, 108 E Main St
PO Box 420 Stronghurst, IL 61480 and a confirmation of account closure to customer:

Account Number

Checking Account

Savings Account

Money Market Account

Certificate of Deposit

Maturity Date _____

Please close my CD immediately. I understand there may be penalties for withdrawing before the maturity date.

Please close my CD upon maturity

If you have any questions regarding this request please contact me.

Sincerely,

Account Holder's Signature

Address

Print Name

City State Zip

Account number w/ payee

Phone number (s)

Bank of Stronghurst
Main Office
108 E Main St
Stronghurst IL 61480
Phone: (309) 924-1316
Fax: (309) 924-1471

Dallas Banking Center
605 West Third St
Dallas City IL 62330
Phone: (217) 852-6552
Fax: (217) 852-6554

Lomax Banking Center
297 Auburn Street
Lomax, IL 61454
Phone: (217) 449-3889
Fax: (217) 449-3893



Please change my direct deposit.

Date

Employer, pension, administrator or government entity making the direct deposit

Address

City State Zip

Phone

To Whom It May Concern:

Currently you are depositing my _____ payment into my bank account(s):
Paycheck, pension or government check

Current Bank Name _____
Account Number _____

Routing Number _____
Account Number _____

Please start making these automatic deposits into my new account(s) at Bank of Stronghurst.

New bank information:

Bank of Stronghurst Address: 108 E Main St PO Box 420 Stronghurst, IL 61480

Bank of Stronghurst routing number: 071122030

Deposit \$ _____ or _____ % Of my _____ Into my
Bank of Stronghurst Checking account number _____

Deposit \$ _____ or _____ % Of my _____ Into my
Bank of Stronghurst Savings account number _____

Please send me confirmation indicating when this change takes effect.

If you have any questions regarding this request please contact me.

Sincerely,

Account Holder's Signature

Address

Print Name

City State Zip

Account number w/ payee

Phone number (s)

Bank of Stronghurst
Main Office
108 E Main St
Stronghurst IL 61480
Phone: (309) 924-1316
Fax: (309) 924-1471

Dallas Banking Center
605 West Third St
Dallas City IL 62330
Phone: (217) 852-6552
Fax: (217) 852-6554

Lomax Banking Center
297 Auburn Street
Lomax, IL 61454
Phone: (217) 449-3889
Fax: (217) 449-3893



Please change my automatic payment.

Date

Name of insurance company, mortgage provider, utility company, any payee that automatically debits payments from your account.

Address

City State Zip

Phone

To Whom it May Concern:

Currently you debit my _____ payment from my bank account(s):
(Indicate the type of payment)

Current Bank Name _____
Account Number _____

Routing Number _____
Account Number _____

Please stop this debit from the above listed account on _____ and begin to debit this
Date
payment from my new account at Bank of Stronghurst.

New bank information:

Bank of Stronghurst address: 108 E Main St PO Box 420 Stronghurst, Il. 61480

Bank of Stronghurst routing number: 071122030

Bank of Stronghurst checking account number: _____

Please send me confirmation indicating when this change takes effect.

If you have any questions regarding this request please contact me.

Sincerely,

Account Holder's Signature

Address

Print Name

City State Zip

Account number w/ payee

Phone number (s)

Bank of Stronghurst
Main Office
108 E Main St
Stronghurst IL 61480
Phone: (309) 924-1316
Fax: (309) 924-1471

Dallas Banking Center
605 West Third St
Dallas City IL 62330
Phone: (217) 852-6552
Fax: (217) 852-6554

Lomax Banking Center
297 Auburn Street
Lomax, IL 61454
Phone: (217) 449-3889
Fax: (217) 449-3893



Internet Banking Signature Verification Form

Thank you for applying for the Bank of Stronghurst Internet Banking Services.

TO ACTIVATE YOUR INTERNET BANKING SERVICES, PLEASE SIGN AND DATE THIS PAGE AND SEND IT VIA US MAIL, FAX OR IN PERSON TO ANY OF OUR 3 LOCATIONS. IF WE DO NOT RECEIVE THE SIGNATURE VERIFICATION PAGE WITHIN 30 DAYS OF APPLYING, YOU WILL NEED TO REAPPLY.

Upon receipt of the signature verification page, the Bank of Stronghurst will activate your access within 3 to 5 business days. At that time, you can log into your messages and begin using our product.

Bank of Stronghurst

P.O. Box 420

Stronghurst, IL 61480

Phone: (309) 924-1316

Fax: (309) 924-1471

Customer Signature Date

Account # _____

Date Opened: _____

**Bank of Stronghurst
Main Office
108 E Main St
Stronghurst IL 61480
Phone: (309) 924-1316
Fax: (309) 924-1471**

**Dallas Banking Center
605 West Third St
Dallas City IL 62330
Phone: (217) 852-6552
Fax: (217) 852-6554**

**Lomax Banking Center
297 Auburn Street
Lomax, IL 61454
Phone: (217) 449-3889
Fax: (217) 449-3893**