



SWITCH KIT

Making a change for the better has never been easier. With our simple Switch Kit, we have taken the hassle out of changing banks. Stop putting it off and make the move to a better banking relationship with Fairmount Bank. Our Switch Kit includes all the forms you need to enjoy the benefits of banking with us right away:

- Automatic payment change form
- Direct deposit change form
- Account closure form

Follow these steps to a better banking relationship.

Step 1: OPEN YOUR NEW ACCOUNT WITH FAIRMOUNT BANK.

You will need the following information to complete the account opening process:

- Your old checking account information
- Details of existing automatic payments
- Details of existing direct deposits
- Valid driver's license
- Another form of identification

Included in the Switch Kit, you will find helpful information for choosing a product that is right for you.

- Privacy Policy
- Account Types Brochure
- Debit Card Brochure and Form
- Convenient Bank By Mail Envelopes



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Step 2: STOP USING YOUR OLD CHECKING ACCOUNT.

Remember to leave sufficient funds in the old account to cover any outstanding checks or automatic debits. Destroy your unused checks, deposit slips and ATM/debit cards.

Step 3: CHANGE YOUR DIRECT DEPOSITS

Complete the direct deposit change form. Send a copy to your employer, investment advisor, or retirement fund so they know that you have changed banks. Attach a voided check from your new Fairmount Bank account.

Step 4: CHANGE YOUR AUTOMATIC PAYMENTS

Use the automated payment change form to transfer all of your automatic withdrawals. Don't forget to include automatic payments linked to your old Debit Card. You will need to include a voided check from your new account with each form you complete.

Complete Steps 3 and 4 before proceeding with Step 5.

Step 5: CLOSE YOUR OLD CHECKING ACCOUNT

Simply complete and submit the account closure form. You may fax or mail it to your bank.

Tips on locating your routing and account numbers. In order to complete the change forms you will need to know how to identify your routing and account numbers. This information is located on your checks.

:000000000:

YOUR ROUTING NUMBER

First set of numbers listed on the bottom left-hand of your check.

"00 000 0"

YOUR ACCOUNT NUMBER

Second set of numbers listed after your routing number.



FAIRMOUNT
BANK

SWITCH KIT

Date _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Routing Number _____

Account Number _____

For _____ On _____
Payment or Reason Date

Please stop making withdrawals from this account on _____
Date

And start making withdrawals from my new account listed below on _____
Date

New Bank **FAIRMOUNT BANK**

Routing Number **252070684**

Account Number _____

Please contact me at the following phone number if you have any questions:

Phone _____ Day _____ Evening _____

Sincerely,

Signature _____

Name _____

(Please Print)

Address _____

City _____ State _____ Zip _____

AUTOMATIC PAYMENT CHANGE FORM

Date:		Customer Name:	
Company Name:			
Address:			
City, State & Zip:			
You are currently withdrawing \$			
Old Bank's Name:			
Routing Number:			
Account#:			
Reason for Payment:		Date of Payment:	
Please stop making withdrawals from this account on:			
Start making withdrawals from my new account listed below on:			
New Bank's Name:	FAIRMOUNT BANK		
Routing Number:	252070684		
Account#:			
Please contact me at the following telephone numbers if you have any questions:			
Day		Evening	
Sincerely,			
Signature			
Name			
Address			
City, State & Zip			

DIRECT DEPOSIT CHANGE FORM

Date:			
Name:			
Address:			
City, State & Zip:			
You are currently depositing my _____ (i.e. paycheck, retirement benefit) into the following account.			
Old Bank's Name:			
Routing Number:			
Account#:			
Please start making deposits into my new account (listed below) on:			
New Bank's Name:	FAIRMOUNT BANK		
Routing Number:	252070684		
Account#:			
Please contact me at the following telephone numbers if you have any questions:			
Day		Evening	
Sincerely,			
Signature			
Name			
Address			
City, State & Zip			

ACCOUNT CLOSING FORM

Date:			
Bank Name:			
Address:			
City, State & Zip:			
Please close the following account #			
Send check for the remaining balance in the account to the address of record.			
Please contact me at the following telephone numbers if you have any questions:			
Day		Evening	
Sincerely,			
Signature			
Name			
Address			
City, State & Zip			