

# Flip Kit

Banking local just got a little easier.



## Flip Kit



## Interested in switching your accounts to First Federal Community Bank, but not sure how to get started?

First Federal Community Bank Flip Kit is a step-by-step checklist to help make your transition to a new First Federal Community Bank account quick and easy. Just follow the simple steps to get started.

If you need any assistance throughout the transition, please call any of our branch locations or our Customer Service at 414.475.1690. Thank you for choosing First Federal Community Bank!

#### 1) Open an account in a branch.

Use the Hours and Locations page on our Website to locate First Federal Community Bank branch closest to you.

#### 2) Sign up for E-Banking.

• 24-hour account access of all your real-time account activity and current statements. Schedule transfers between savings and checking accounts.

## 3) Stop using your former account and begin using your First Federal Community Bank account.

• Be sure to leave sufficient funds in your former account until all of your checks have cleared and any automatic withdrawals have been successfully transferred to First Federal Community Bank.

#### 4) Change your Direct Deposits to First Federal Community Bank.

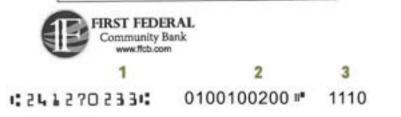
• Use our attached Direct Deposit Authorization Change Form to change any direct deposits. Remember to attach a voided First Federal Community Bank check to this form.

#### 5) Change your Automatic Payments or Withdrawals to First Federal Community Bank.

Use our attached Automatic Payment or Withdrawal Authorization Change Form.

#### 6) Close your former account at the other institution.

- Use the attached Account Closing Request Form to close your account at the other banking institution.
- Once you close your account at the other institution, remember to shred or destroy any old checks for security purposes.



## To find the Routing Number and your Account Number

- 1) The bank's 9 digit routing number
- 2) Your account number is located here
- 3) Your check number is located here

Use this form to gather all of your auto pay and deposit information.



## **Direct Deposit Checklist**

Payment	Company	Account Number	Amount	Date of Deposit
Employee Payroll				
Pension(s)/Retirement				
Social Security				
Investment Incomes				
Other				

### **Direct Deposit and Automatic Payment Checklist**

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Store Credit Cards				
Electric				
Cable/TV				
Telephone				
Cell Phone				
Internet Provider				
Gas/Oil				
Water				
Trash Removal				
Investments				
IRA/Retirement				
Charities				
Daycare				
Health Club				
Tuition/School Expense				
Other				

## **Helpful Phone Number and Websites**

Social Security Administration	800.772.1213	www.ssa.gov	
Office of Personnel Management	888.767.6738	www.opm.gov	
Department of Veterans Affairs	877.838.2778 or 800.827.1000	www.ebenefits.va.gov	



## **Account Closing Request Form**

Use this form to close your account at another bank institution and request a check for the remaining balance.

Date:		
To:  Primary Account Holder:	(Bank Address) (City, State, Zip)	Note:  • If there are multiple accounts involved please complete a separate form for each account.  • Verify all checks and payments have cleared prior to submitting this form to close your account.
	(Home Address)	
	(City, State, Zip)	
Secondary Account Holder:		
	(Name)	
	(Home Address)	
	(City, State, Zip)	
Account Number: o Checking o Savings o CD o Money Market (see Please send the check in the amount of my account be address on file.	-	crued interest to my attention at the
If you should have any questions regarding this transaphone number: Thank you for	•	
Sincerely,		
(Customer Signature)		



## **Automatic Payment or Withdrawal Authorization Change Form**

Use this form to change your automatic payments or withdrawals to First Federal Community Bank.

Date:				
		(Company Address)	Note: • If there are multiple payments involved please complete a form for each.	
		(Home Address)		
payments o	pt this letter as authorization to change t r withdrawals in the name of:, payment type: (i.e.Mort e amount of transfer	tgage, Auto, Utilities,etc)_	customer account number:	
	that some automatic payments or withdo	•	otice of changes. Please include	
	mediately, the new bank information is as ess: 119 South Sandusky Ave., Bucyrus,			
	Community Bank Account Number: o Savings o Money Market (select on			
First Federal Community Bank Routing Number: 241270233				
•	d have any questions regarding this trans	•		
Sincerely,				
(Customer S	iignature)			



## **Direct Deposit Authorization Change Form**

Use this form to change your direct deposit to First Federal Community Bank (payroll, dividends, social security, etc). Date: \_\_ Note: • If there are multiple (Company/Employer Name) To: accounts involved please (Address of Employer Company) complete a form for each (City, State, Zip) account. Contact your employer(s) concerning direct deposit Primary Account Holder: changes. Complete any required (Home Address) HR forms. Secondary Account Holder: \_\_\_\_\_ (Home Address) \_\_\_\_\_ (City, State, Zip) Please accept this letter as authorization to change the bank account information for direct deposit in the name of:\_\_\_\_\_\_, payment type: (i.e. Payroll, Pension/Retirement, Investment Income, otherplease specify) I am aware that some automatic deposits require advance notice of changes. Please include those notice periods when determining the new effective date. First Federal Community Bank Account Number: Bank Address: 119 South Sandusky Ave., Bucyrus, Ohio 44820 o Checking o Savings o Money Market (select one) First Federal Community Bank Routing Number: 241270233 If available, attached is a voided check from my account. If you should have any questions regarding this change, please call me on my daytime phone number:\_\_\_\_\_\_. Please send me written confirmation of when the change will be effective. Thank you for your cooperation. Sincerely,

(Customer Signature)