

# Switching

Your Deposit Account To



Member FDIC

# Made Simple

# All it takes are these 4 simple steps:

1. Open your new account
2. Switch your automatic deposits & payments
3. Stop using your old account
4. Close your old account

## Deposit Account Switch Kit

How to make the SWITCH to



*The process may take a little time, but we guarantee to help you every step of the way.*

### 1. Open Your New Account

- Open your new deposit account with Sherburne State Bank.
- Order your checks and/or ATM/Debit card.

### 2. Stop Using your Old Deposit Account

- Stop using your old account at the other financial institution. Be sure to leave a balance in your old account to cover any outstanding debits (checks, ACH, etc.) which may take up to 10 days or possibly more depending on the type of transaction.

### 3. Close Your Old Deposit Account

- Close Checking/Savings Account Request Letter – send this letter after steps 1 through 3 above are completed. Please remember to be sure all your outstanding checks and other debits have cleared your old account before finalizing the closure of your account.
- Destroy your old unused checks, deposit slips, ATM/Debit cards, etc. If you like, we can shred them for you.

### 4. Switch your Direct Deposit and Automatic Payments

- Review at least three months' worth of your checking/saving statements and/or billing statements from your automatic deposit and payment sources. We will help determine the best way to notify each company about your switch.
- Use the enclosed Deposit and Payment Checklist to list your automatic deposits and payments
- Complete and mail the following enclosed form letters as needed:

**Direct Deposit Change Request Letter** – to instruct the proper organizations to send your direct deposits to Sherburne State Bank.

**Automatic Payment Change Request Letter** – to instruct businesses to switch your automatic payments to Sherburne State Bank.

### **Switch to Sherburne State Bank Organizer**

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Use this form to keep track of all the information you need to switch automatic payments and deposits to your new account(s) with Sherburne State Bank.

Your Sherburne State Bank Account Number:	
Your Sherburne State Bank Routing Number:	091915201

Need help? Visit a Sherburne State Bank near you. We'd be happy to assist you.

	Company Name and Address	Date Letter Mailed	Estimated Switching Date	Status
Direct Deposits:	1.			
	2.			
	3.			
Automatic Payments:	1.			
	2.			
	3.			
	4.			
	5.			
	6.			

<b>Types of Direct Deposit</b>	<b>Existing Enrollment</b> (to change the bank currently receiving deposit electronically)	<b>New Enrollment</b> (to change your paper checks to electronic deposit)
<ul style="list-style-type: none"> <li>• Salary/Wages</li> <li>• Pension</li> <li>• Dividend/Investment Income</li> </ul>	Contact your employer or other payer directly with the account number and routing number as shown on this form.	
<ul style="list-style-type: none"> <li>• Social Security (SSA)</li> <li>• Supplemental Security Income (SSI)</li> </ul>	Call 800-772-1213 (800-325-0778 TTY) or download and fill out the form at this website: <a href="http://www.ssagov/deposit/1199a.pdf">www.ssagov/deposit/1199a.pdf</a>	Visit your local Social Security Office or for new enrollment only, you can visit <a href="http://www.godirect.org">www.godirect.org</a> , or call Go Direct at 800-333-1795.
<ul style="list-style-type: none"> <li>• Railroad Retirement</li> </ul>	Call 877-772-5772 (312-751-4701 TTY)	
<ul style="list-style-type: none"> <li>• Civil Service Retirement</li> </ul>	Call 888-767-6738 (800-878-5707 TTY)	
<ul style="list-style-type: none"> <li>• Veterans Compensation and Pension</li> </ul>	Call 877-838-2778 (800-829-4833 TTY)	
<ul style="list-style-type: none"> <li>• Other Federal Agency Benefits</li> </ul>	Contact or visit the agency directly or call Go Direct at 800-333-1795 to get the telephone numbers of many federal agencies.	

**Direct Deposit Change Request**

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To whom it may concern:

Please accept this letter as my authorization to transfer my direct deposit to Sherburne State Bank effective \_\_\_\_\_. The account information is as follows:

Sherburne State Bank Routing Number: 091915201

Checking Account Number: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_

If you have questions, please feel free to contact me at:

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Automatic Payment Change Request**

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Merchant Name: \_\_\_\_\_

To whom it may concern:

Please accept this letter as my authorization to transfer my automatic payment to Sherburne State Bank effective

\_\_\_\_\_.

**NEW** Financial Institution Information

Sherburne State Bank Routing Number: 091915201

My account number at Sherburne State Bank is \_\_\_\_\_.

Type of account: \_\_\_\_\_Checking \_\_\_\_\_Savings

**OLD** Financial Institution Information

*This information is no longer valid.*

Name of Institution: \_\_\_\_\_

Routing number: \_\_\_\_\_ Account Number: \_\_\_\_\_

If you have questions, please feel free to contact me at:

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Request To Close Deposit Account**

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Bank Name: \_\_\_\_\_

To whom it may concern:

Please accept this letter as my authorization to close my account(s) effective \_\_\_\_\_. My account numbers are listed below.

Checking Account Number: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_

*Please send me an official check for the remaining funds.*

If you have questions, please feel free to contact me at:

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Contact Information**

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<b>Locations</b>	<b>Hours of Operation</b>
Sherburne State Bank (Main office) 12500 Sherburne Ave Becker, MN 55308 763-261-4200	Lobby: Monday – Thursday 8:30 am – 4 pm Friday 8:30 am – 6 pm Drive-up: Monday – Thursday 7:30 am – 6 pm Friday 7:30 am – 6 pm Saturday 9 am - Noon
Sherburne State Bank (Princeton) 136 N Rum River Drive Princeton, MN 55371 763-389-4099	

**Email**

customer@sherburnestatebank.com

**Website**

[www.sherburnestatebank.com](http://www.sherburnestatebank.com)

**Mailing address**

Sherburne State Bank  
PO Box 428

Becker, MN 55308