



SwitchKIT

. Making the switch to Grundy Bank is as easy as 1-2-3!

Thank you for choosing Grundy Bank for your personal banking needs. Changing banks can be a challenge, so we've put some simple steps together to help ease your transition. Just follow these steps and allow us to help you along the way!

GETTING STARTED. . .

1. Open a new account at Grundy Bank.

Stop in to one of our branches to open your new account. A Client Services Specialist can help advise you on the account and services to fit your needs, or you can visit our website at www.grundybank.com to view our personal products and services. Once you've opened your account, be sure to enroll for Internet Banking at www.grundybank.com. Once enrolled, add bill payment by simply clicking on the Bill Pay link.

2. Switch Direct Deposit(s) and Automatic Payment(s)

Direct deposits from your employer, retirement plan or other sources of income such as social security or dividends, need to be transferred to your new account. For your convenience, we've included a Direct Deposit Authorization form for you to use or you can call them directly. Listed below are some phone numbers that may be useful or you can use to locate a customer service number on any of your statements.

Social Security Administration at (800)772-1213

Caterpillar Retirement (888)614-4328

Teachers Retirement System of the State of IL (800)877-7896

Automatic payments for insurance, utilities and other transactions you have authorized will need to be changed too. If you are currently using Online Bill Payment, don't forget to print a list of your current Payees (and your payment history) before you close your old account. Grundy Bank Online Bill Pay can handle all of your recurring and one-time online bill payment needs. Most of your payees allow you to provide your new account information by telephone and should include a customer service number on their statement. If not, we have included an Authorization to Change Automatic Payments form that you can provide to them.

ComEd (800)334-7661 or www.comed.com

Nicor Gas (888)642-6748 or www.nicorgas.com

3. Close Your Old Account

Confirm that all outstanding checks have cleared and make sure any transfers of direct deposits and automatic payments are working properly with your new Grundy Bank account. You can then authorize your old bank to close your account.

For assistance with any of these forms or questions you may have, please feel free to call one of our Client Services Specialist at (815) 942-0130.

Direct Deposit Authorization Form

Complete this form and return it to your employer's payroll department. Include a voided check so your employer can confirm your account number and routing/transit numbers.

Employee Name _____

Address _____

City _____ State _____ Zip _____

Please deposit my payroll check automatically into the following account:

Bank Name Grundy Bank

ABA Routing # 071904290 Account #: _____

I authorize _____ and Grundy Bank to automatically
Name of Employer

deposit my payroll check into my account listed above. (This includes authorization to correct any entries made in error.) This authorization will remain in effect until I give written notice to cancel it.

Customer Signature

Date



Authorization to Change Automatic Payments

To Whom It May Concern:

I am writing to request and authorize you to change the account from which you debit my automatic payments.

This is in reference to the account I hold with your company:

Company Name: _____

My Account Number with Company (if applicable): _____

Account Name: _____

Address: _____

Phone #: _____

Please discontinue making payments from my old account:

Old Financial Institution Name: _____

ABA Routing # _____ Account #: _____

I hereby authorize any future automatic payments to be electronically debited from my new

ABA Routing # 071904290 Account #: _____

Please contact me with any questions and please confirm when the changes will take effect.

Customer Signature

Date



Request to Close Account

To Whom It May Concern:

I hereby request that you close the following bank account I maintain with you:

Primary Name on Account: _____

Secondary Name on Account: _____

Please forward a check for all funds remaining in the account to my attention at:

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Please contact me with any questions and please confirm when the changes will take effect.

Customer Signature

Date

Customer Signature

Date

