

Switching to **State Bank** is easy!

1. Open Your New Accounts

Your new State Bank checking or savings account opens the door to a number of benefits. Complete the New Account Information form and ask to speak with a State Bank customer service representative. He or she will take care of setting up your account(s). We'll even order your new checks. Photo identification is required when you open new accounts.

2. Change Direct Deposits

To switch any direct deposits you may have set up with your employer or the company handling your retirement or pension payments, complete the Change Direct Deposit form. A State Bank customer service representative will take care of the rest. Be sure to include a voided check (most companies require it to verify your account number).

3. Change Automatic Withdrawals

Next you'll need to contact the companies and financial institutions with which you have established automatic withdrawals. Complete the Change Automatic Withdrawal form, and a State Bank customer service representative can take care of the rest. Be sure to include a voided check (most companies require it to verify your account number).

4. Close Your Accounts

Leave your old accounts open long enough for outstanding checks and automatic withdrawals to clear, with enough money in the account to cover transactions. Once the accounts are no longer active, send your former financial institution the enclosed form and request the balance from the accounts. Finally, destroy old checks, ATM/debit cards and deposit slips.

The enclosed forms are intended to help you streamline the changeover process as a new account holder with State Bank. If you need help completing them, please contact us.

In order to change your direct deposit and automatic withdrawals, you will need to know the bank routing numbers and account numbers from your former financial institution and State Bank.

The bank routing number is the first nine digits of the series printed on the bottom of your checks. State Bank's routing number is 041203594. The account number is the next series of numbers, followed by the check number.



Sound advice. Smart money.

1.877.867.4218

YourStateBank.com





NEW Account Information

Please check all that you wish to open.

- Checking
- Certificate of Deposit
- Savings
- Safe Deposit Box

Primary Applicant

First Name MI Last Name

Physical Address Rent Own

City State Zip

Home Phone Work Phone Cell Phone

SSN or TIN

Employer's Name

Occupation

Why did you choose State Bank?

Signature Date

Note: Photo ID is required when you open your account.



CHANGE Direct Deposit

Employer or Retirement Contact

Date _____

Name of Company that makes Automatic Withdrawal _____

Address _____

City _____ State _____ Zip _____

Message

To Whom it May Concern:

You are currently depositing \$ _____
to the following account: (amount)

Previous Financial Institution: _____

Bank Routing Number: _____

Financial Institution Account Number: _____

Please stop making deposits effective _____
to that account and instead send them to: (date)

State Bank, 401 Clinton Street, P.O. Box 467, Defiance, OH 43512

State Bank Routing Number: **041203594**

State Bank Account Number: _____

If you have any questions about this request, please contact me during the

day evening at _____
(phone number)

Thank you,

Employee or Retiree Information

Signature _____ Date _____

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Other information your employer
may need (SSN, Employee ID, etc.)





CHANGE Automatic Withdrawal

Company Information

_____ Date

_____ Name of Company that makes Automatic Withdrawal

_____ Address

_____ City _____ State _____ Zip

Message to Company

To Whom it May Concern:

You are currently withdrawing \$ _____
from my account on a weekly / monthly / annual basis (circle one).

Previous Financial Institution: _____

Bank Routing Number: _____

Financial Institution Account Number: _____

Please stop making withdrawals from that account, effective _____
and instead make them from: (date)

State Bank, 401 Clinton Street, P.O. Box 467, Defiance, OH 43512

State Bank Routing Number: **041203594**

State Bank Account Number: _____

If you have any questions about this request, please contact me during the

day evening at _____
(phone number)

Thank you,

Customer Information

_____ Signature _____ Date

_____ Name (please print)

_____ Address

_____ City _____ State _____ Zip

Other information your employer
may need (SSN, Employee ID, etc.)





CLOSE Account

Institution Information

_____ Date

_____ Financial Institution's Name

_____ Address

_____ City State Zip

Message to Institution

To Whom it May Concern:

Effective _____, please close the following account(s):

Checking Account: _____

Checking Account: _____

Savings Account: _____

Savings Account: _____

Please close my certificate of deposit account(s)

_____ / _____ (account numbers) upon maturity.

If you have any questions about this request, please contact me during the

day evening at _____ (phone number)

Thank you,

Customer Information

_____ Signature _____ Date

_____ Name (please print)

_____ Address

_____ City State Zip

_____ Cosigner Signature _____ Cosigner Name (please print)

