



925 LaSalle St.

Ottawa, IL 61350

815-433-2525

www.ottawasavings.com

Account Switch Kit





Ottawa Savings Bank

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In 3 easy steps, we at Ottawa Savings Bank will help you move your checking account from your current bank to us.

Step 1: Open an Ottawa Savings Bank checking account – discontinue using your account at your existing bank and leave enough money to cover any outstanding checks. ATM/Debit card purchases, online Bill Payments and Automatic Payments.

Step 2: Complete the attached forms that apply to you.

- **Form 1 – Direct Deposit Change Form:** Social Security, Payroll, Dividends, or any automatic deposits.
- **Form 2 – Automatic Payments or Bank Drafts Change Form:** scheduled transfers, monthly, quarterly/annual bills (to change bill payments, print your existing payments to have a record the payee name, address, phone number and account number.
- **Form 3 – Account Closing Form:** After all outstanding checks have cleared and scheduled deposits and withdrawals are “Switched” to Ottawa Savings Bank, we will use this form to close your existing account for you.

Step 3: Let our friendly and courteous staff notify your existing bank of your desire to close your account. We’ll do all the “leg” work for you.

Let us make changing banks easy and convenient. One of our experienced and friendly Personal Bankers will be happy to assist you by contacting us at 815-433-2525





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Form 1: Request to Change Direct Deposit

Note: Check with your employer to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new bank account. If this form is acceptable, attach a preprinted voided check from your new account to this form and provide it to your employer.

Company Name

Company Address

City State Zip Code

Please change the account used for Direct Deposit to my new bank account at Ottawa Savings Bank.

Last Name First Name Middle

Address

City State Zip Code

Phone Number (day) Social Security Number

My New Account Information:
Account type: Checking Savings

Account Number: _____ Routing Number/ABA 271972925

I hereby authorize _____ (company name) to make deposits to my Ottawa Savings Bank account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature: _____ Date: _____





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Form 2: Automatic Payment/Withdrawal Change Form

Date: _____

To: _____

Address: _____

This form is my request to transfer my current Automatic Payment/Withdrawal/Draft to my account with Ottawa Savings Bank. Please discontinue using the following bank information:

Bank Name: _____

Bank ABA/Routing Number: _____

Bank Account Number: _____

New Bank Information:

Name on Account: _____

Bank Name: Ottawa Savings Bank

Bank ABA/Routing Number: 271972925

Bank Account Number: _____

Additional Instructions: _____

Enclosed is a deposit slip to verify my new Ottawa Savings Bank information.

Signature: _____

Date: _____





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Form 3: Account Closing Form

Date: _____

To: _____

Address: _____

To Whom It May Concern:

Please let this letter serve as my request to close my current account with your institution. The account number is _____. Please send any remaining balance to the following:

Ottawa Savings Bank
925 LaSalle Street
Ottawa, IL 61350

Signature: _____

Date: _____

I, _____, a notary public of _____ County,
_____ certify that _____ personally appeared before me
this day, and signed the foregoing instrument.

Witness my hand and official seal, this _____ day of _____, 20____.

Notary Public _____

My Commission expires: _____, 20____.



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Switch Kit Checklist

Automatic Deposits

Payroll

Contact the HR Department where you work.
Please include a voided check.
Effective date of change: _____

Social Security

Contact Social Security Administration at
800-772-1213
Effective date of change: _____

Other

Effective date of change: _____

Other

Effective date of change: _____

Utilities Automatic Payment

Nicor Gas 888-642-6748

Account # _____
Effective date of change: _____

Illinois Power 815-447-2135

Account # _____
Effective date of change: _____

City of Ottawa 815-434-0158

Account # _____
Effective date of change: _____

Mediacom 800-332-0245

Account # _____
Effective date of change: _____

AT&T 866-662-4548

Account # _____
Effective date of change: _____

Other

Account # _____
Effective date of change: _____

Other Payments

Loans (e.g. car, home equity, student loans credit cards)

Account # _____
Effective date of change: _____

Insurance (e.g. life, health, auto, home)

Account # _____
Effective date of change: _____

Mortgage

Account # _____
Effective date of change: _____

Brokerage – deposits, automatic investments

Account # _____
Effective date of change: _____

Account transfers to/from other bank accounts

Account # _____
Effective date of change: _____

Other

Account # _____
Effective date of change: _____



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Account Switch Form

Please take a few minutes to complete this form to redirect each of your direct deposits and automatic payments. Mail each Account Switch Form along with a voided check from your new Ottawa Savings Bank account to the appropriate business or authorized merchant.

Please redirect my: Direct Deposit Automatic Payment

Effective: Immediately Beginning ___/___/___

To: _____
Merchant Name

From: _____
Customer Name

Merchant Address

Customer Address

City, State, Zip Code

City, State, Zip Code

Account Number

My New Account Information:

Account Number

Attach to this page a VOIDED check from
Your new Ottawa Savings Bank account.

Signature

Date

Phone Number

