



FIRST
FARM Bank

4-STEP

Switch Kit



Welcome to First Farm Bank!

Switching your account can be easy and this switch kit will help make the transition as seamless as possible! Please remember, our Bankers are eager to assist you throughout this process. Should you have any questions, please don't hesitate to reach out.

Your Switch Kit includes:

- 4 Easy Steps: Account Switch Checklist
- "Get Organized" Worksheet
- Switching Forms
 - Direct Deposit Authorization Form
 - Automatic Payment Authorization Form

Before you use this switch kit:

It's important that all sensitive account information remains secure. If printed, we recommend shredding this document upon completion. Likewise, please exercise caution if transmitting via email as it may not be a secure form of communication. Remember, our Banker's are here to help should you have any questions.



4 Easy Steps: Account Switch Checklist

1. Open and begin using your First FarmBank account

Visit a nearby branch and one of our bankers will be happy to help you establish your new account with us. If you prefer a contactless experience, open your account online* at www.firstfarmbank.com.

Once your account is open, sign up for any of our services meant to improve your banking experience! For full details, scan the code below or visit www.firstfarmbank.com/welcome.

- Register for Online Banking
- Download our Mobile Banking App
- Set any desired real-time alerts
- Sign up for estatements
- Start using our free online bill pay
- Order checks
- Sign up for Zelle®
- Register for uChoose Rewards® (FFB Debit Card required)



www.firstfarmbank.com/welcome

2. Discontinue use of your old account

Keep your old account open and appropriately funded until all outstanding checks have cleared and your automatic payments have been switched to your First FarmBank account. Review your most recent bank statements to organize transactions that need updating.

Tip: remember to securely dispose of any unused checks and deposit slips.

3. Switch recurring activity

Automatic transactions are a convenient way to send and receive funds. Once your new account is open, be sure to redirect both incoming and outgoing transactions.

- Incoming deposits (credits): Contact your employer or other source(s) of funds so those deposits can be switched to your new account.
- Outgoing Payments (debits): Payments such as utility bills, vendor bills or subscription services that are automatically debited from your account need updated to reflect the new information. To help minimize interruptions, complete this step within 30 days.

4. Close your old account

Once all your outstanding items (checks, automatic payments, etc.) have cleared, close your old account.

**Personal accounts only.*



Get Organized

Review prior bank statements to compile a list of **direct deposit(s)** (credits) that have been coming into your old account.

Type	Company	Account Number	Amount	Date
Payroll				
Social Security				
Pension / Retirement				
Investment / Brokerage				
Other: _____				

A direct deposit is the deposit of funds electronically into a bank account rather than through a physical (paper) check. Because the funds are transferred electronically, your account is credited automatically. Common uses include paychecks, tax refunds and other benefits.

Get Organized

List all **Automatic Payment(s)/Transfer(s)** (debits) that have been coming out of your old account.

Type	Company	Account Number	Amount	Date of Withdrawal
Home / Auto Insurance				
Life Insurance				
Gas / Electric				
Phone				
Water				
TV / Internet				
Mortgage / Other Loan				
Credit Card				
Other: _____				
Other: _____				
Other: _____				

You will want to keep track of the activity on your old account as you'll need all the checks, deposits, automatic payments, debit card transactions and ATM withdrawals to clear or post prior to closing the account.

Direct Deposit Authorization Form

Attention: _____

I have recently switched financial institutions. Please stop making deposits into my old account and begin depositing them into my new First FarmBank account as indicated below.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

New Account Information

First FarmBank Routing Number: 107007210

Account Number: _____ Checking Savings

Account Number: _____ Checking Savings

DEPOSIT: Total Amount -OR- \$: _____ into CHECKING as listed above

DEPOSIT: Total Amount -OR- \$: _____ into SAVINGS as listed above

Signature

Date

Note: Some organizations may require additional/different documentation (like a voided check) to make the requested direct deposit changes. First FarmBank does not guarantee that this form will be accepted in every instance.

Automatic Payment Authorization Form

Attention: _____

I have recently switched financial institutions. Please redirect my automatic payments from my old account and begin withdrawing from my First FarmBank account as indicated below.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

New Account Information

Effective: Immediately Beginning: _____
Pay: Total Amount \$: _____

First FarmBank Routing Number: 107007210

Account Number: _____ Checking Savings

Signature

Date

Note: Some organizations may require additional/different documentation (like a voided check) to make the requested automatic payment changes. First FarmBank does cannot guarantee that this form will be accepted in every instance and many creditors will allow you to make the necessary changes online.



We're here to help.

Greeley (East): 127 22nd Street, Greeley, CO 80631 / 970-346-7900

Greeley (West): 2939 65th Avenue, Greeley, CO 80634 / 970-346-7900

Yuma: 501 East 8th Avenue, Yuma, CO 80759 / 970-848-2779

Sterling: 931 West Main Street, Sterling, CO 80751 / 970-522-2444

Tribune, KS: 522 Broadway, Tribune, KS 67879 / 620-376-2000

Springfield: 27258 US Hwy 287, Springfield, CO 81073 / 719-361-8700

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