



## Quick Switch Kit

*To help you make the quick switch to Integrity Bank Plus, follow the steps below:*

### GETTING STARTED

- 1** To get started, use the Organizer Worksheet to help gather the information about your new and former checking account, your direct deposits, and your automatic payments.

### DIRECT DEPOSITS (Transfer or Establish)

- 2** With today's busy lifestyles, direct deposit can save you time and allow easy access to your money. Whether it is your paycheck or other income source such as retirement or social security, knowing that your funds have arrived safely and on time gives you peace of mind.

If you are transferring the direct deposit of your payroll from your former checking account or setting it up for the first time, complete the Payroll Direct Deposit Authorization Form. To establish or transfer direct deposit of other income sources, alternative forms may be required. Please Note: The initial direct deposit may not occur immediately and allow sufficient time for the funds to be deposited to your new Integrity Bank Plus Checking account.

### AUTOMATIC BILL PAYMENTS (Transfer or Establish)

- 3** Automatic Bill Payment is a simple and convenient alternative to writing checks. No more stamps, no need to write checks, and no trips to the post office. You can have your recurring bills, such as your auto insurance, cellular phone, and gym membership, automatically deducted from your Integrity Bank Plus Checking Account. Simply complete the Automatic Bill Payment Request and provide that information to the company you want to pay. Please allow sufficient time for your first automatic bill payment to be activated against your Plus Checking account.

### CLOSE YOUR OLD ACCOUNT

- 4** Once you have confirmed that your direct deposit has been credited to your new Integrity Bank Plus Checking account and/or automatic bill payments have been deducted from your new Integrity Bank Plus Checking account you should:
  - Make sure all outstanding checks have cleared (usually within 30-60 days). Close your account. You can visit the branch and do this in person or can complete the Account Closing Request and mail it in.
  - Destroy all remaining checks, deposit tickets, ATM and debit cards for your old account.

### OTHER ACCOUNT RELATIONSHIPS

- 5** Since you have already taken the first step to transfer your banking relationship, you may want to consider transitioning other account relationships you may have. We can help you consolidate your accounts—from Investments to retirement to savings—to make managing your finances convenient and easy.



# Organizer Worksheet

Use this form to gather information you will need to make switching your checking account to Integrity Bank Plus simple !

## Integrity Bank Plus Information

Bank Name:	<b>Integrity Bank Plus</b>
Main Address:	<b>726 Main St, Wabasso MN 56293</b>
Routing/ABA #	<b>091216104</b>
Checking Account#	_____
Savings Account #	_____
Money Market Account #	_____

## Previous Bank Information

Bank Name:	_____
Main Address:	_____
Checking Account#	_____
Savings Account #	_____
Debit Card #	_____

## Direct Deposit Information

Do you have, or wish to have, any deposits from your employer or others (such as Social Security, VA Compensation, Interest Income), directly deposited into your new Integrity Bank Plus Checking Account?

Employer Name:	_____
Company Name:	_____
Company Name:	_____

## Automatic Bill Payment Information

Do you have any automatic bill payments that you need to set up or transfer to your Integrity Bank Plus Checking Account?

<b>Company Name &amp; Address</b>	_____
Account Number:	_____
Payment Amount:	\$ _____

<b>Company Name &amp; Address</b>	_____
Account Number:	_____
Payment Amount:	\$ _____

<b>Company Name &amp; Address</b>	_____
Account Number:	_____
Payment Amount:	\$ _____



# Payroll Deposit Authorization Form

**Use this form to request the direct deposit of your pay to your Integrity Bank Plus Checking Account. You will need to provide this information to your employer with any other additional information and authorization they need to initiate the deposit. Please contact your employer's payroll department if you have any questions about their process.**

## **DIRECT DEPOSIT AUTHORIZATION**

I hereby authorize (company name) \_\_\_\_\_, hereinafter called COMPANY, to make payment of any amount owed to me for payroll by initiating credit entries to my account indicated below at Integrity Bank Plus, 726 Main St, Wabasso, MN, and I authorize and request Integrity Bank Plus to accept credit entries initiated by COMPANY to such account and to credit the same to such account without responsibility for the correctness thereof. It is understood that in signing this agreement I allow COMPANY to initiate reversal of the described payment entry in the event of error in calculation or overpayment.

Employee Name:	_____
Social Security #	_____
Address	_____
City, State, Zip	_____
Integrity Bank Plus Checking Account #	_____
Integrity Bank Plus ABA Routing #	091216104

I further understand this authorization may be terminated by me at any time by written notification to my employer. Any such notification to my employer shall be effective only with respect to entries initiated by my employer after receipt of such notification and a reasonable opportunity to act on it.

<b>Account Owner Signature:</b>	<b>Date:</b>
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## Automatic Bill Payment Request

Use this form to request the transfer of an automatic bill payment to your Integrity Bank Plus checking Account, or to establish a new automatic bill payment. Complete this form for each automatic bill payment, and attach a voided check from your new Integrity Bank Plus checking Account. Many companies also provide information on how to make a change or establish an automatic bill payment on their website or on their bill/statement. Please allow sufficient time for your first automatic bill payments to be activated against your new checking account.

To Whom It May Concern: \_\_\_\_\_

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

***I am requesting that my payment be automatically deducted from my Integrity Bank Plus Checking Account.***

**Company Name:** \_\_\_\_\_

**Account # with this company:** \_\_\_\_\_

**Effective immediately, please use the following Integrity Bank Plus Checking Account information for my automatic payments.**

**Integrity Bank Plus Checking #:** \_\_\_\_\_

**Integrity Bank Plus Routing #:** 091216104

**If there are any questions regarding this request, you may contact me at the number listed below.**

**Account Owner:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone (Day)** \_\_\_\_\_

<b>Account Owner Signature:</b>	<b>Date:</b>
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## Account Closing Request

*Use this form to request that the account(s) you currently have at your former bank be closed and any remaining funds sent to you. Prior to closing your accounts, consult with your former financial institution to determine if there are any fees associated with closing your account. Please remember to keep enough funds in the account until your last check has cleared. You can also visit your former bank to close out your accounts.*

To Whom It May Concern: \_\_\_\_\_

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

This letter informs you that I/we would like to close the account(s) listed below. Please send a check to me at the address listed below for any remaining funds in the account(s).

If you have any questions regarding this request, please contact me at the phone number or address listed below. Thank you. Please close the following accounts:

Account Owner(s) Name \_\_\_\_\_

Checking Account #: \_\_\_\_\_

Account Owner(s) Name \_\_\_\_\_

Savings Account #: \_\_\_\_\_

If there are any questions regarding this request, you may contact me at the number listed below.

Account Owner: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (Day) \_\_\_\_\_

Thank you for processing this request immediately.

Account Owner Signature: _____	Date: _____
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