



1. Open a checking account at any one of our conveniently located branches. Our Customer Service Representatives will be glad to help you through the account opening process. Make sure you bring an unexpired government issued picture ID and proof of your Social Security number with you.
2. Discontinue using your old account. It could take up to two statement cycles for all your outstanding checks and items to clear. In the meantime, destroy any unused checks, deposit slips, ATM cards and check cards.
3. Establish direct deposit with your new account. Send Attachment A to your employer so they can begin processing your payroll to your new account.
4. Change automatic withdrawals and deposits. Print or copy Attachment B and use it to change withdrawals or payments. Print or copy Attachment C and use it to change any automatic deposits. Don't forget payments being made with your check card. For these, simply contact your vendor and provide your new card number and expiration date.
5. Close your old checking account. You do not have to go to the bank to close your old checking account. After all checks and debit items have cleared, simply complete and send Attachment D to your former bank and your account will be closed. If there is a remaining balance, ask them to send it to you by check.



**Attachment A**

**Change account for payroll direct deposit**

**Date** \_\_\_\_\_

**To** *(employer name)* \_\_\_\_\_

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

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

**Re** *(Employee name)* \_\_\_\_\_

**Employee Identification Number** \_\_\_\_\_

**To Whom It May Concern:**

I've recently changed banks and need to change my payroll direct deposit to my new account. You are currently making my direct deposit into the following bank account:

Former Bank \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Effective immediately, please stop making my direct deposit into the above account and start making my direct deposit into my new account:

**New Bank Name** \_\_\_\_\_ **Farmers & Merchants Bank**

**New Bank Routing Number** \_\_\_\_\_ **061212688**

**New Account Number** \_\_\_\_\_

If you have any questions, please let me know. I can be reached at \_\_\_\_\_ .

**Sincerely,**

**Signature** \_\_\_\_\_

**Name** *(Please print)* \_\_\_\_\_

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

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_



**Attachment B**

Please change account for **automatic withdrawal**.

Date \_\_\_\_\_

To (Name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

To Whom It May Concern:

I've recently changed banks and need to change an automatic withdrawal to my new account.

You are currently withdrawing \$\_\_\_\_\_ from the following bank account:

Former Bank \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Effective (Date) \_\_\_\_\_, please cancel this withdrawal from the above account and activate this withdrawal from my new account:

New Bank Name **Farmers & Merchants Bank** \_\_\_\_\_

New Bank Routing Number **061212688** \_\_\_\_\_

New Account Number \_\_\_\_\_

If you have any questions, please let me know. I can be reached at \_\_\_\_\_.

Thank you.

Sincerely,

Signature \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_



**Attachment C**

Please change account for **automatic deposit**.

Date \_\_\_\_\_

To (Name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

To Whom It May Concern:

I've recently changed banks and need to change an automatic deposit to my new account.

You are currently depositing \$ \_\_\_\_\_ into the following bank account:

Former Bank \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

**Effective (Date) \_\_\_\_\_, please stop making this deposit into the above account and start making this deposit into my new account:**

New Bank Name **Farmers & Merchants Bank** \_\_\_\_\_

New Bank Routing Number **061212688** \_\_\_\_\_

New Account Number \_\_\_\_\_

If you have any questions, please let me know. I can be reached at \_\_\_\_\_.

**Thank you.**

**Sincerely,**

Signature \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_



**Attachment D**

Please close my **checking account**.

**Date** \_\_\_\_\_

**To** *(Financial Institution)* \_\_\_\_\_

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

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

To Whom It May Concern:

I've recently changed banks and need to close my checking account with you.

Effective *(Date)* \_\_\_\_\_, please close the following checking account and send a check for the remaining balance to the address below.

**Account #** \_\_\_\_\_

If you have any questions, please let me know. I can be reached at \_\_\_\_\_ .

**Thank you.**

**Sincerely,**

**Signature** \_\_\_\_\_

**Name** *(Please print)* \_\_\_\_\_

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

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_