

Make The Switch Checklist

Moving all your accounts to North Salem State Bank has never been easier! Simply refer to the following guide to make your switch easy and convenient. For assistance, contact any of our team members at 765-676-5100 or stop by any convenient location. We're here to help every step of the way!

To close an account and transfer any remaining funds, you will need:

- Recent bank statement with your old account number(s)
- North Salem State Bank account number(s)
- North Salem State Bank routing number: 074908688
- Form #1 — Account Closing Notification
(provided by North Salem State Bank)
- Follow up to ensure all checks have cleared on your old account
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties

To change your payroll or direct deposit, you will need:

- Recent bank statement with your old account number(s)
- North Salem State Bank account number(s)
- North Salem State Bank routing number: 074908688
- Form #2 — Direct Deposit Request
(provided by North Salem State Bank)

To change your Social Security Direct Deposit, you will need:

- North Salem State Bank account number(s)
- North Salem State Bank routing number: 074908688
- Visit <http://www.ssa.gov/deposit/howtosign.htm> or call 1-800-772-1213 to change your direct deposit

To change your automatic payment or withdrawal, you will need:

- Recent statement from vendor
- North Salem State Bank account number(s)
- North Salem State Bank routing number: 074908688
- Form #3 — Automatic Payment Request
(provided by North Salem State Bank)
- You will need to complete a separate form for each vendor that debits money from your account

To move your online payments and/or set up North Salem State Bank Bill Pay, you will need:

- Recent statement from vendors
- Form #4 — North Salem State Bank Payment Checklist
(provided by North Salem State Bank)

To discuss transferring an existing loan, you will need:

- Recent loan statement with loan account and balance remaining
- Form #5 — Loan Transfer Worksheet
(provided by North Salem State Bank)

To transfer a 401k (or other retirement account), you will need:

- Recent account statement
- Contact information for your employer or former employer
- North Salem State Bank account number(s)
- North Salem State Bank routing number: 074908688

Form 1 Account Closing Notification

***Please accept this letter as authorization to close my account(s) with your institution.
Please close the account(s) listed below.***

To:

Bank Name _____ Bank Address _____

Bank City _____ Bank State, Zip _____

Account Number _____

☐ Checking ☐ Savings ☐ Money Market ☐ Other

Account Number _____

☐ Checking ☐ Savings ☐ Money Market ☐ Other

Account Number _____

☐ Checking ☐ Savings ☐ Money Market ☐ Other

Account Number _____

☐ Checking ☐ Savings ☐ Money Market ☐ Other

Please send any remaining funds in the accounts listed to the following address:

North Salem State Bank, PO Box 97, North Salem, IN 46165

Deposit Instructions:

☐ Deposit entire amount to checking account number: _____ OR

☐ Deposit \$ _____ to savings account number: _____ AND

the remainder to checking account number: _____

From:

Name _____ Address _____ City _____

State, Zip _____ Telephone Number _____ Social Security Number _____

I authorize:

☐ The listed entity to close the account(s) listed here.

☐ The transfer of my funds to my North Salem State Bank checking and/or savings account(s) as indicated.

☐ North Salem State Bank to credit deposits to my account(s) as specified.

Signature: _____ Date: _____

Form 2 Direct Deposit Request

Please accept this letter as notification that I have established a new checking and/or savings account at North Salem State Bank. I would like my paycheck to be automatically deposited to my North Salem State Bank account according to the instructions below.

To: Payroll Department

Employer/Company Name: _____

From: _____

Social Security #: _____

Subject: Payroll Direct Deposit

Date: _____

☐ Establish Direct Deposit

☐ Change my existing Direct Deposit

Deposit Instructions:

☐ Deposit entire amount to checking account number: _____ OR

☐ Deposit \$ _____ to savings account number: _____ AND
the remainder to checking account number: _____

North Salem State Bank Routing Number: 074908688

I authorize:

☐ The listed employer/company to change deposits of my funds to my North Salem State Bank checking and/or savings account.

☐ North Salem State Bank to credit deposits to my account(s).

☐ This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____ Date: _____

Please Attach a NSSB
Voided Check Here.



Form 3 Automatic Payment Request

Please accept this letter as notification that I have established a new checking and/or savings account at North Salem State Bank. I would like the following payment to be automatically debited from the North Salem State Bank.

- ☐ Establish Automatic Payment
- ☐ Change my existing Automatic Payment

Automatic Payment Information:

Company Name: _____

Company Account #: _____

Payment Amount: \$ _____

Personal Information:

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____ Daytime Phone Number: _____

Bank Account Information:

Account Type:

☐ Checking ☐ Savings

North Salem State Bank Account #: _____

Signature: _____ Date: _____

North Salem State Bank Routing Number: 074908688

I authorize:

- ☐ The company listed to initiate withdrawal of my funds from the above North Salem State Bank account.
- ☐ North Salem State Bank to debit funds from my account.
- ☐ This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____ Date: _____

Form 4 Payment Checklist

We've made it easy to move all your online payments to Bill Pay! Just use this helpful checklist to remember all the online payments you currently have. If you don't already have online payments set up to any of the vendors below, now is the time to do so! Bill Pay is a powerful tool for managing monthly payments.

☐ Mortgage/Rent

☐ Cable/Satellite TV

☐ Home/Renter's Insurance

☐ Auto Club (AAA, Onstar, etc.)

☐ Auto Loan/Lease

☐ Memberships (Health Club, Magazine subscriptions, etc.)

☐ Auto Insurance

☐ Credit Card

☐ Health/Life Insurance

☐ Department Store Credit Cards

☐ Electricity/Gas Company

☐ Loans (Personal, Student, RV, HELOC, etc.)

☐ Water

☐ Transportation/Parking

☐ Oil Company

☐ Savings/Investments/Annuity Payments

☐ Home/Cellular Phone

☐ Other _____

☐ Long Distance

☐ Other _____

Form 5 Loan Transfer Worksheet

Use this worksheet to list all of your current loans.* For assistance and to complete the loan application process, please contact a North Salem State Bank loan officer at 765-676-5100 or stop by any convenient location.

1. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

2. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

3. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

4. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

* Subject to credit approval. This worksheet does not take the place of a North Salem State Bank loan application. Please contact a North Salem State Bank loan officer to apply for a loan.