



Transitioning your accounts to Farmers State Bank is quick and easy!

Our Switch Kit is a step-by-step guide to help make your transition to your new *Farmers State Bank* account as easy as possible.

If we can be of any assistance throughout this transition, please call us!

Thank you for choosing Farmers State Bank!

Farmers State Bank

Main Office:
11 South Main Street
West Salem, OH 44287
Phone: 419.853.4631
Toll Free: 800.350.2844

Routing Number (ABA): 041208421
farmersstate-oh.com

*Serving the West Salem, Ashland,
Marshallville and Rittman
Communities of North Central Ohio*

- Step 1: Open your new account with Farmers State Bank.** Stop by any branch to open your new account. We have 5 convenient locations and we can help determine what account(s) best suit your needs.

We know your time is valuable, review our account options before coming in to make the process as fast as possible.
- Step 2: Sign up for Online Banking and Mobile Banking!** Track your direct deposits, checks, debit card transactions, and automatic payments with ease. Also take advantage of our Online Bill Pay service.
- Step 3: Stop using your former checking account.** Be sure to allow time for all outstanding debit card transactions and checks to clear. For your security, destroy any unused checks, deposit slips, and Debit/ATM card. If you like, we can do that for you at any location.
- Step 4: Move your Direct Deposit(s) to your new account.** Make this step simple by using the [Direct Deposit Request Form](#).
- Step 5: Transfer any Automatic Payments and Debits to your new account.** The [Automatic Payment Request Form](#) makes easy work out of this step. Remember recurring payments you make by ACH, Debit Card, and Automatic Transfer.
- Step 6: Transfer any existing Online Bill Pay at your former bank to your new Online Bill Pay.** Use the [Online Bill Payer Form](#) to help make the switch simple and pain free.
- Step 7: Close your former checking account.** When you are sure that all outstanding items have cleared **and** your Direct Deposits and Automatic Payments have made the switch to your new account, it's time to close your former checking account. Take or mail the completed [Account Closing Request Form](#) to your former bank or call them to make arrangements to close the account and forward any remaining funds to you.



Direct Deposit Request Instructions

Direct Deposits

Use your previous bank statements and our handy checklist to identify the Direct Deposits you need to switch to your **new account**.

Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension/Retirement				
Social Security				
Supplement Security				
VA Compensation				
Interest Income				
Investment Income				
Dividends				
Other:				

Use the [Direct Deposit Request Form](#) to notify depositors of your **new account** information.

Before you send out the form be sure to check with your employer or source of income to make sure no other forms are required.

Helpful Phone Numbers and Web Sites

Social Security Administration	800.772.1213	www.ssa.gov/deposit/howtosign.htm
Office of Personnel Management	888.767.6738	www.opm.gov
Railroad Retirement Board	800.808.0772	www.rrb.gov
Department of Veteran Affairs	877.838.2778 or 800.827.1000	www.va.gov

After you have sent the [Direct Deposit Request Form](#):

1. Confirm with your employer or source of income that forms were received and processed.
2. Maintain your former account until the switch is complete.
3. Monitor your **new account** through Internet/Mobile/ Phone Banking or call your local branch to verify receipt of your Direct Deposit(s).



Direct Deposit Request Form

 Company Name:

 Address:

 City, State, Zip

RE: Switching My Direct Deposit to a New Account

I have recently changed financial institutions and would like to update my Direct Deposit information. Please discontinue my current direct deposit and begin making direct deposits into my new **account** at Farmers State Bank.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic deposits may require advance notice of changes and that depending on the timing of this request my next deposit may not be sent to my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

 Authorized Signature

 Date

Direct Deposit Information

Name:		SSN or Employee No.	
Address:	City:	State & Zip:	
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Deposit:	
NEW Bank Name: Farmers State Bank		NEW Routing Number: 041208421	
NEW Account Number:		Amount of Deposit:	



Automatic Payment Request Instructions

Automatic Payments

Use your previous bank statements and our handy checklist to identify the Automatic Payments and Debits you need to switch to your **new account**.

Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell Phone				
Gas/Oil				
Water				
Internet Provider				
Credit Cards				
Daycare				
Tuition/School				
Trash Removal				
Other:				

Use the [Automatic Payment Request Form](#) to notify debiting companies of your **new account** information. **Before** you send out the form be sure to check with these companies to make sure no other forms are required. ***You may be able to make changes to account information online.***

After you have sent the [Automatic Payment Request Forms](#):

1. Confirm with companies that forms were received and processed.
2. Maintain your former account until the switch is complete.
3. Monitor your **new account** through Internet/Mobile/ Phone Banking or call your local branch to verify debits have been posted.



Automatic Payment Request Form

Company Name:

Address:

City, State, Zip

RE: Switching My Automatic Payments to a New Account

Attn: Accounts Receivable/Accounting

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from my new **account** at Farmers State Bank.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advance notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature Date

Automatic Payment Information

Name:		Payee Name:	
Address:	City:	State & Zip:	
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Debit:	
NEW Bank Name: Farmers State Bank		NEW Routing Number: 041208421	
NEW Account Number:		Amount of Debit:	



Online Bill Pay Form

Instructions:

1. Be sure that you have successfully enrolled in **Online Bill Pay**. Go to farmersstate-oh.com and log-in and familiarize yourself with our bill pay system.
2. Visit your former bank's website and use our simple Online Bill Pay Form to record all accounts that you have enrolled in Online Bill Pay with your former bank. List the company name, mailing address, phone number, and account number(s).
3. Add any additional accounts to the Online Bill Pay Form that you would like to setup for the first time. Be sure that you have all necessary information: company name, mailing address, phone number, and account number.
4. **AFTER** you have entered all the accounts from the Online Bill Pay Form into the **Online Bill Pay** system, review all account information for accuracy.

Online Bill Pay Accounts

Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		



Account Closing Request Instructions

Before sending the Account Closing Request Form:

1. Check with your former bank to make sure that no additional information or forms are required.
2. If multiple accounts are involved, please complete a form for each account.
3. Inquire about any possible penalties with respect to early withdrawal before you close the account. If the account you are closing is a Certificate of Deposit (CD) it is important to check the maturity date. You may want to delay the switch of a CD to avoid penalties.
4. Verify that all checks and automatic payments have cleared prior to submitting the Account Closing Request Form.
5. Be sure that all automatic transactions have made the switch to your **new account** prior to submitting the Account Closing Request Form.

After you've sent the Account Closing Request Form:

1. Check account statements from your former bank to verify that accounts have a zero balance and have been closed.
2. ***Welcome to Farmers State Bank! If you need any further assistance please do not hesitate to stop by or call us!***

Farmers State Bank Branch Information

<i>Farmers State Bank : Main Office</i>	<i>Farmers State Bank – Ashland</i>	<i>Farmers State Bank – Ashland</i>	<i>Farmers State Bank – Marshallville</i>	<i>Farmers State Bank – Rittman</i>
11 South Main Street P.O. Box 801 West Salem, OH 44287	1690 East Main Street Ashland, OH 44805	2017 South Baney Road Ashland, OH 44805	10 North Main Street Marshallville, OH 44645	205 North Main Street Rittman, OH 44270
Phone: 419.853.4631 Fax: 419.853.4730	Phone: 419.281.7110 Fax: 419.281.2467	Phone: 419.281.2554 Fax: 419.281.1670	Phone: 330.855.8234 Fax: 330.855.3751	Phone: 330.925.4617 Fax: 330.925.4619



Account Closing Request Form

Date:

Bank Name:

Address:

City, State, Zip

Primary Account Holder:

Name:

Address:

City, State, Zip

Secondary Account Holder:

Name:

Address:

City, State, Zip

RE: Account Number _____

Checking Savings Other

Attention: Account Services

Please accept this letter as my official authorization to close my account with your institution.

Please send a check in the amount of my account balance, if any, to my attention at the address you have on file. If you have any questions regarding this matter please call me at my daytime phone number:

Thank you for your prompt assistance.

Sincerely,

Customer Signature