

## **Switching to First Bank is easy!**

First Bank offers many of the same products and services as a big bank, but with the personal touch only found in a locally owned and operated community bank! When you switch to First Bank, you'll find comfort in knowing that we care about you and will do everything we can to help make the transition seamless.

When you're ready to make the switch, you can start the process on our website, call or visit any of our full-service banking centers and we'll take care of you from there.

Use our **Account** and **Service Page(s)** on our website to select the best options for you. A New Accounts Associate can also help with any questions that you may have.

The following steps will help make the process of switching your account(s) easier.

### **Step #1: Open your new First Bank account(s).**

Go to our Apply Now New Account Page on our website or stop by any of our banking centers and one of our New Accounts Associates will happily assist you in establishing your new account(s) with us. If it's more convenient, please feel free to call a banking center to get the process started. One of our associates will be happy to talk with you to find the best accounts and services that fit your needs.

### **Step #2: Get organized.**

Make a transaction checklist to organize your scheduled transactions (for example: utilities, loan payments, direct deposits and subscriptions) that will be switched to your new First Bank account(s).

### **Step #3: Transfer your direct deposits.**

To transfer your direct deposits, you will need to provide your First Bank account information to your employer as well as any other deposit sources to ensure that your funds be automatically deposited into your new First Bank account. Please contact your employer's Payroll Department if you have questions about their process. For Social Security deposits, you can call the Social Security Administration or make changes on their website.

### **Step #4: Transfer your automatic payments.**

To transfer your automatic payment(s) or to establish a new automatic payment, you will need to provide your First Bank information to those companies and payment sources. Many companies allow you to change your automatic transfer information within your account on their website. Please allow sufficient time for your first payments to be activated.

### **Step #5: Close your old bank account(s).**

It's time to say "goodbye" to your old accounts! Contact your old bank to request your account(s) be closed and to give directions on how to disburse any of your remaining funds. Make sure all of your checks and debits have cleared BEFORE you close your old account.