

# How To Transfer Your Direct Deposits and Automatic Withdrawals

Transferring your direct deposits and automatic payments to your account with Glenwood State Bank is fast and simple.

How does an account transfer kit work?

It's easy! Just fill out the applicable enclosed forms and bring them into the Glenwood State Bank location closest to you. We've also included a handy account transfer checklist with useful contact information for your use.

1. Fill out the "Close Account Request Form."
2. To authorize direct deposit of your payroll check, fill out and sign the "Automatic Deposit Change Form," attach a voided check from your new Glenwood State Bank account and take them to your employer's human resources or payroll department.
3. Complete an "Automatic Withdrawal Change Form" for every current automatic debit you want deducted from your new Glenwood State Bank account.

Need assistance? Just come in and we'll help you make all the necessary changes. Or if you have questions, call us at (712) 527-3157.



## Account Transfer Questions?

**Q. What do I do with the checks I already have?**

A. Bring unused checks and deposit slips with you, we will shred them for you.

**Q. What if my paycheck is directly deposited into my old account?**

A. Complete the "Automatic Deposit Change Form" and give it to your employer.

**Q. What about automatic withdrawals or automatic charges to my old account or old debit card?**

A. Complete an "Automatic Withdrawal Change Form" for each payment to notify the payees.

**Q. How do I close my old account?**

A. Complete the "Close Account Request Form" and send it to the Financial Institution where the account is held. Be sure to leave enough money in your old account to cover outstanding checks and current automatic withdrawals.

**Q. How can I get more assistance?**

A. We're here to help. Just call (712)527-3157 or stop in the main branch for assistance.

## Automatic Deposit Change Form

Employer/Depositor \_\_\_\_\_

Address \_\_\_\_\_

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

To Whom It May Concern:

I recently changed banks and request that effective \_\_\_\_\_  
my automatic deposit be changed to:

Glenwood State Bank  
Routing Number 1049 0234 7  
Account # \_\_\_\_\_

If you have any questions about this request, please contact me at  
\_\_\_\_\_. Thank you.

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

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

(Attach voided check)

**Note:** If you have multiple automatic deposits, please copy and complete a form for each one.

## Automatic Withdrawal Change Form

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Account # \_\_\_\_\_

Date/Frequency \_\_\_\_\_ Amount \$ \_\_\_\_\_

To Whom It May Concern:

I recently changed banks and request that effective  
\_\_\_\_\_ my automatic withdrawal be changed to:

Glenwood State Bank  
Routing Number 1049 0234 7  
Account # \_\_\_\_\_

If you have any questions about this request, please contact me at  
\_\_\_\_\_. Thank you.

**Signature(s)** \_\_\_\_\_

Name(s) (please print) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Note:** If you have multiple Automatic Withdrawals, please copy and complete a form for each one.

## Close Account Request Form

Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

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

To Whom It May Concern:

Please close my account # \_\_\_\_\_ and mail a check for the remaining balance to my name and address below. Thank you.

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

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Note:** Before closing your old account, automatic deposits and withdrawals should be cancelled and changed to your new Glenwood State Bank account. Make sure you have left enough money in your old account to cover outstanding checks and current automatic withdrawals.