



MNB
SWITCH KIT

IT'S EASY TO SWITCH

WELCOME

We've taken the hassle out of switching your checking account to MNB Bank with step-by-step instructions and simple to complete forms.

- 1.** Stop by your local MNB branch to open your new checking account. We offer many checking account options designed to fit your lifestyle and financial goals.
- 2.** Stop using your past checking account(S) and allow the checks you have written to clear. This should take approximately two weeks.
- 3.** To set up your direct deposit, use Form 1 and provide it to your employer or your retirement plan. Be sure to include a voided MNB check (not a deposit slip) with your request. One of the starter checks you received, when you opened your account, may be acceptable. Please feel free to make as many copies of Form 1 as needed.
- 4.** Change your automatic payments. You can use Form 2 to change any withdrawals or payments that are automatically made from your past account. Don't forget to change payments that use your debit card number, such as an automatic payment made online. Please feel free to make as many copies of Form 2 as needed.
- 5.** Close your past account. Now that your checks have cleared and you've changed your automatic deposits and payments, there's just one more step. Use Form 3 to say goodbye to your old bank. What could be easier? Please feel free to make as many copies of Form 3 as needed.

If you have any questions or concerns during this process, don't hesitate to contact us.

FORM 1 | DIRECT DEPOSIT REQUEST

Please change the account for my direct deposit.

Company Making Deposit

Date

Company Address

City/State/ZIP

To whom it may concern:

You are currently depositing my entire paycheck or part of my paycheck or a type of payment into the following account:

My Old Bank

My Old Bank's Routing Number

My Old Account Number

Please begin making these automatic deposits into my new MNB account.

104100783

My New Bank's Routing Number

My New Account Number

If you have any questions about this request, please call me. Thank you.

Name (please print)

Signature

Address

City/State/ZIP

Telephone

Please include a voided MNB check (not deposit slip) with your request.

FORM 2 | AUTOMATIC PAYMENT REQUEST

Please change the account for my automatic payments.

Company Making Withdrawal

Date

Company Address

City/State/ZIP

To whom it may concern:

I have recently changed to MNB Bank. You are currently withdrawing monthly from the following account:

My Old Bank

My Old Bank's Routing Number

My Old Account Number

For (payment or reason)

On (date of month)

Please begin making these automatic withdrawals or payments from my new MNB account.

104100783

My New Bank's Routing Number

My New Account Number

If you have any questions about this request, please call me. Thank you.

Name (please print)

Signature

Address

City/State/ZIP

Telephone

FORM 3 | ACCOUNT CLOSING REQUEST

Date

Bank Name

Bank Address

City/State/ZIP

To whom it may concern:

Please close the following account number:

**And send a check for the remaining balance to the address below.
If you have any questions about this request, please call me. Thank you.**

Name (please print)

Signature

Co-signer Name (please print)

Co-signer Signature

Address

City/State/ZIP

Telephone

SWITCH CHECKLIST

We make it easy to switch to MNB. Just follow our simple checklist to make your move as smooth as possible.

- Open your new account(s) at MNB.
- Fill out the enclosed Form 1 and give it to your employer, retirement plan, and/or the Social Security Administration to switch your direct deposit.
- Fill out Form 2 to switch any withdrawals or automatic payments. Don't forget to change those payments that use your debit card number.
- Fill out Form 3 and give it to your previous bank to close your account once all checks have cleared.
- Destroy all unused checks, deposit slips, ATM and check cards from your old bank.

MNB | **THERE IS A DIFFERENCE**



www.MNB.Bank

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McCook, NE 69001

Doniphan, NE
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PO Box 270
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Stratton, NE 69043

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PO Box 2088
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PO Box 159
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