

Simple Switch



migrate to better banking



HORICON BANK

The Natural Choice

www.horiconbank.com

Member FDIC

Welcome to Horicon Bank's Simple Switch

Thank you for choosing Horicon Bank, we look forward to building a relationship with you. Our Simple Switch Kit will help you transfer any existing direct deposits or automatic payments with this ready to fill in kit. Just follow these easy steps!

- 1 Open your new Horicon Bank checking account**

Choose the best checking account option for you. Your relationship with us can start at any of our convenient locations. Is your time limited? No problem! Open your account right from home through our secure online account opening on our website www.horiconbank.com.
- 2 Get organized**

Use our handy kit to organize the transactions that will be switched to your new Horicon Bank account.
- 3 Transfer your direct deposit**

Notify your employer, Social Security, or any other source depositing funds into your old account that you will be switching them to your new Horicon Bank account.
- 4 Move your automatic payments**

Transfer all automatic payments like utility payments, loan payments, health club memberships, insurance payments, etc. from your old account to your new Horicon Bank account.
- 5 Close your old account**

It's time to close the old account once your direct deposit and automatic payments are processed through your new Horicon Bank account. Also, verify all outstanding checks and debits have been paid.

Let's Get Started

The Simple Switch Kit will give you the tools to make this process as straightforward as possible. If you need help along the way—that's what we are here for! Simply give us a call or stop by your closest Horicon Bank office. We will be happy to help walk you through or answer any questions you may have.

Helpful Tip!

Once you have opened your new Horicon Bank checking account you can stop actively using your old account. Before you will be able to close that account you will want to be sure all checks, deposits, automatic payments, and debit card transactions have cleared. This can take anywhere from a couple days to several weeks.

Get Organized

This tool is to help you keep track of the automatic transactions that you will be switching to Horicon Bank.

Your NEW Horicon Bank Information for Reference

Your New Horicon Bank Account Number

Routing Number: 075905622

Horicon Bank | 326 East Lake Street | Horicon, WI 53032

List All Companies with Direct Deposits and Automatic Payments

For reference you will want to have your most recent bank statement from your old bank, you may even want a couple months worth. Also you will want statements/information for utility payments, loan payments, health club memberships, insurance payments, etc. you have set up with your old bank.

Direct Deposits or Payroll

Company Name	Deposit Amount	Frequency

Automatic Payments

Company Name	Account Number	Payment Amount

Former Bank Activity Tracking

You will want to keep track of activity on your old bank account. Before closing the account you will want to be sure all checks, deposits, automatic payments, debit card transactions, and ATM withdrawals have cleared. For quick reference, include your old account information below.

Financial Institution

Account Number

Routing Number



Direct Deposit

Complete this form to provide written authorization to your employer or any company who is automatically depositing funds to your checking account (payroll, pension, or dividends). Some employers may provide you with a standard company form.

Company

Company Name

Address

City, State, Zip

Please update my direct deposit bank account information

Name

Address

City, State, Zip

Phone Number

NEW direct deposit bank

New Horicon Bank Account Number

Routing Number: 075905622

Horicon Bank | 326 East Lake Street | Horicon, WI 53032

Authorization

I have recently changed banks and hereby authorize to have my direct deposit switched to my new Horicon Bank account.

Signature

Date

Note

Attach a VOIDED check from your new Horicon Bank checking account when submitting your form.



Automatic Payments

Complete this form to provide written authorization to any company who is automatically withdrawing funds from your checking account (utilities, loan payments, health club memberships, insurance payments).

Attention

Company Name

Address

City, State, Zip

To Whom It May Concern

I have recently changed banks and hereby authorize you to switch my automatic payments to my new Horicon Bank account.

Name

Address

City, State, Zip

Phone Number

Account Number with Your Company

Deduction: I currently pay Total Amount Due

My set payment amount is \$

Please switch my automatic payment to this account

New Horicon Bank Account Number

Routing Number: 075905622

Account Type: Checking

Savings

Signature

Date

Note

Attach a VOIDED check from your new Horicon Bank checking account when submitting your form.



Authorization to Close Account

Complete this form to provide written authorization to your former financial institution to close noted accounts listed below.

Attention

Financial Institution	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>

To Whom It May Concern

Please accept this letter as authorization and close my bank account(s) listed below with your institution and issue a Cashier's check in my name for the remaining balance along with all accrued interest (if applicable).

Name on Account	<input type="text"/>
Last 4 digits of Social Security Number	<input type="text"/>
Name on Account	<input type="text"/>
Last 4 digits of Social Security Number	<input type="text"/>
Account Number	<input type="text"/>
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account Number	<input type="text"/>
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Please Send All Closing Balances To

Name	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone Number	<input type="text"/>

Authorization

Signature	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>