

ACCOUNT SWITCH KIT

We put community first.

FIRST BANK & TRUST

820 Church Street Evanston 847-733-7400 • 2925 Central Street Evanston 847-733-9600
824 Emerson Street Evanston 847-328-1974 • 741 Main Street Evanston 847-328-4639
Corner of Green Bay Road & Winnetka Avenue Winnetka 847-784-8888
8047 Skokie Boulevard Skokie 847-329-0400



www.firstbt.com

Member FDIC



ACCOUNT SWITCH KIT

Now, moving your accounts to First Bank & Trust, your Community Bank, is easier than ever. Once you've opened your account with us, we'll help you with the paperwork that will take care of the rest.

Just start with our helpful **BANK CONVERSION CHECK LIST** and then print the forms you need to get your automatic deposits and withdrawals rerouted to your new account at First Bank & Trust.

If you'd like to come in with your account numbers and the mailing addresses for switching over your automatic transactions, we'd be happy to help you fill out the forms and get them mailed for you. Or, if you like, you can simply print them out and complete them in the comfort of your own home. Just keep in mind that we're only a phone call or a short drive away and—we're always ready to help.

Once all of your checks have cleared your old bank and the direct deposits and automatic debits kick in, just use the **REQUEST TO CLOSE ACCOUNT FORM** to move the balance in your old account and notify that bank that you want to close your account.

To track the progress, just sign up for our FREE Internet Banking and Bill Payment—or use our handy 24-hour voice response unit.

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BANK CONVERSION CHECK LIST

Please use this form to list the companies that need to be contacted. If you wish to bring your statement in from your previous bank, we'll help you complete this form. When this form is complete, just print as many copies of the **AUTHORIZATION FORMS** as you need.

Name _____

DEPOSITS	Company Name & Address/ Phone Number/Contact Name	Due Date	Account Number
Payroll			
Payroll			
Pension			
Pension			
Social Sec			
Social Sec			
Other			
Other			
Other			

PAYMENTS	Company Name & Address/ Phone Number/Contact Name	Due Date	Account Number
Mortgage			
Car			
Car			
Insurance			
Insurance			
Telephone			
Telephone			
Electric			
Water			
Health Club			
Cable			
Other			

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DEPOSIT AUTHORIZATION FORM

TO: Company Name _____
Address _____

I hereby authorize you to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit error to my account(s) indicated below and the depository institution named below to credit and/or debit the same to such account. Please use this new account effective immediately.

Name _____ Social Security Number _____

Address _____

City _____ State _____ Zip Code _____

PRIMARY ACCOUNT

DEPOSITORY BANK:

First Bank & Trust
820 Church Street
Evanston, IL 60201

ACCOUNT TYPE:

Checking Savings

ACCOUNT NUMBER:

ROUTING NUMBER:

071925538

AMOUNT TO DEPOSIT:

Total Amount \$ _____

If direct deposits may be made to more than one account, I elect to have part of my proceeds put in the following account.

SECONDARY ACCOUNT

DEPOSITORY BANK:

First Bank & Trust
820 Church Street
Evanston, IL 60201

ACCOUNT TYPE:

Checking Savings

ACCOUNT NUMBER:

ROUTING NUMBER:

071925538

AMOUNT TO DEPOSIT:

Total Amount \$ _____

Signature _____

Date _____

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AUTOMATIC PAYMENT AUTHORIZATION FORM

TO: Company Name _____
Address _____

*I hereby authorize you to initiate automatic withdrawals from my account(s) indicated below and the depository institution named below to debit the same from such account Please change your records and use this new account effective immediately. **ATTACHED IS A VOIDED CHECK.***

Name

Address

City State Zip Code

Account Number Phone Number

ACCOUNT INFORMATION

DEPOSITORY BANK:

First Bank & Trust
820 Church Street
Evanston, IL 60201

ACCOUNT TYPE:

Checking Savings

ACCOUNT NUMBER:

ROUTING NUMBER:

071925538

ATTACH VOIDED CHECK HERE

Signature

Date

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REQUEST TO CLOSE ACCOUNT

TO: Company Name _____
Address _____

Please close the account(s) noted below and send the balance and any interest due to:

Me, at the address listed below

First Bank & Trust
820 Church Street
Evanston IL 60201
Account Number _____

I have stopped automatic debits and credits and all transactions have cleared.

Name _____ Social Security Number _____

Address _____ Phone Number _____

City _____ State _____ Zip Code _____

ACCOUNT TYPE / ACCOUNT NUMBER

AUTHORIZATION

Checking Account Signature _____
Account Number _____ Signature _____

Checking Account Signature _____
Account Number _____ Signature _____

Money Market / Savings Account Signature _____
Account Number _____ Signature _____

Money Market / Savings Account Signature _____
Account Number _____ Signature _____

Certificate of Deposit Signature _____
Account Number _____ Signature _____

Close Now
 Close at Maturity Date: _____ Signature _____

Certificate of Deposit Signature _____
Account Number _____ Signature _____

Close Now
 Close at Maturity Date: _____