

**Switching
to**



**is easier
than you think!**

Switch Kit

Make the switch to Platte Valley Bank today!

Platte Valley Bank has provided this Switch Kit to make moving your old bank to Platte Valley Bank simple. We will assist you in making your transition as smooth as possible.

Step 1: Open your Platte Valley Bank checking account today. Fill out the attached Customer Profile Form and bring one form of proper identification to a branch near you. We will help you decide which account best fits your needs.

Step 2: Stop using your old checking account. Stop writing checks from your old account and let all your outstanding transactions clear. We suggest you allow at least 30 days for all your transactions to clear. We encourage you to destroy any unused checks and deposit slips in order to avoid using the wrong account. Better yet, bring them to us...we'll destroy them for you!

Step 3: Change Direct Deposits. Complete the Direct Deposit Authorization form and give it to your employer, your retirement plan coordinator or the Social Security Administration.

Step 4: Change any Automatic Withdrawals. You can use our Automatic Withdrawal form for this. Don't forget to send one to all companies who debit funds from your old account, either by using your old account number or your old debit card number. (Insurance premiums, utilities, credit cards, loan payments etc.)

Step 5: Close your old Checking Account. Complete the attached Checking Account Closing form and send it to your old bank informing them of your desire to close your account with them. Please remember to tell them what to do with any remaining funds. Don't forget to sign the form.

If you need help completing any of these forms, please visit the branch that is most convenient for you. One of your knowledgeable and friendly bankers will be happy to assist you. We'll even mail the forms for you.

Frequently Asked Questions

Q. What do I do with the old checks and debit card I already have?

A. Bring them with you and we'll destroy them for you.

Q. Isn't it difficult to change my direct deposit and automatic withdrawals?

A. No. The forms we provide make it very simple. We will do everything we can to help you.

Q. What do I tell my old bank?

A. If you mail the closed account form to them, you won't have to tell them anything. If you call or they call you, you can tell them someone else made you an offer you couldn't refuse.

Q. What should I do if I have trouble switching my account?

A. Call or visit any of our branch locations. We'll be happy to assist you!

We look forward to having you as a customer.
Please call any time for assistance!

Direct Deposit Organizer

Direct Deposits

Use this resource to identify and track the status of your Direct Deposits.

Direct Deposit Request

Before sending the Direct Deposit Authorization Form:

1. Check with your employer or source of income to make sure no other forms are required. For Social Security direct deposit, call the Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/
2. Use the enclosed form to establish your direct deposit at Platte Valley Bank by providing it to your employer/source of income. If you would like us to, we'll be glad to mail the form for you.
3. Maintain your old checking account at your previous bank until your direct deposit(s) have switched over to your new Platte Valley Bank checking account.
4. Include a voided check and/or deposit ticket with each request.

After you've sent the Direct Deposit Request:

1. Confirm with your employer/source of income that the form was received.
2. Monitor your account through our Tele-bank at 816-858-5000 or log onto www.plattevalleybank.com to verify your direct deposit has begun.

Examples of Direct Deposits include:

- Payroll from employer
- Social Security
- VA Compensation
- Retirement/Pension Plan Income
- Interest Income
- Dividends
- Military Pay
- Merchant Services (Business accounts Only)

Direct Deposit Company Name and Address	Last Direct Deposit	Date Letter Mailed	Estimated Switch Date	Completed
1.				
2.				
3.				
4.				
5.				
6.				

Direct Deposit Authorization

To: _____
Company Name

Company Address

City/State/Zip Code

For Social Security direct deposits, contact the Social Security Administration at 1-800-772-1213. Direct deposit arrangements may be made over the phone by the individual entitled to the social security benefit.

Effective immediately, I authorize the above company to begin using my Platte Valley Bank account identified below for direct deposits to my account.

Bank: **Platte Valley Bank**

Bank Routing Number: **101217886**

Account Number _____

Account Type: Checking Savings Money Market

From: _____
Name

Address

City/State/Zip Code

Daytime Phone Number

Signature

Social Security Number or Tax Identification Number

Date

Staple this form to a voided check or deposit ticket from your new Platte Valley Bank account indicated above.

Authorized Payment/Withdrawal Organizer

R. Authorized Payment/Withdrawals

Use this resource to identify and track the status of the authorized payment/withdrawals made from your checking account on a regular basis.

S. Authorization Switch Request

Before sending the Authorized Payment/Withdrawal Authorization Form:

1. Check with the vendor/company making the withdrawal to make sure no other forms are necessary.
2. Use the enclosed form to transfer the pre-authorized payment to your new Platte Valley Bank checking account.
3. Maintain your old checking account at your previous bank until all of your pre-authorized payments have been switched over to your new Platte Valley Bank checking account.
4. With each request, include a voided check and/or deposit ticket from your new Platte Valley Bank account.

T. After you've mailed the Authorized Payment/Withdrawal Request

1. Confirm with the vendor/company that the form was received.
2. Monitor your account through the Tele-bank system at 816-858-5000 or log on to www.plattevalleybank.com to verify your automatic payments have begun.

Examples of Authorized Payment/Withdrawals include:

- | | |
|---|--|
| <input type="checkbox"/> Mortgage Payment | <input type="checkbox"/> Credit Card Payment |
| <input type="checkbox"/> Vehicle Payment | <input type="checkbox"/> Vendor payments |
| <input type="checkbox"/> Utility Payment (telephone, cable,
cell phone, electric bill, etc.) | (Business accounts)
<input type="checkbox"/> Insurance Premiums |

Authorized Payment	Company Name and Address	Last Payment Taken	Date Letter Mailed	Estimated Switch Date	Completed
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Authorized Withdrawal Request Form

To: _____
Company Name

Company Address

City/State/Zip Code

I have recently changed banks and, therefore, need to update my automatic payment information. Please begin debiting my payment from my new Platte Valley Bank account:

Bank: **Platte Valley Bank**

Bank Routing Number: **101217886**

Account Number _____

Account Type: Checking Savings Money Market

Effective: _____
(Effective date for change)

From: _____
Name

Account Number

Address

City/State/Zip Code

Daytime Phone Number

Signature

Social Security Number or Tax ID Number

Date

Staple this form to a voided check or deposit ticket from you new Platte Valley Bank account number indicated above.

Account Closing Request

To: _____
Bank Name

Address

City/State/Zip Code

**Please close my account(s) described below effective _____ (date).
Please process this request and forward any remaining funds in the account(s) by check to
the address indicated.**

The following account numbers identify the accounts to be closed:

Checking _____ Account Owner(s) _____

Checking _____ Account Owner(s) _____

Savings _____ Account Owner(s) _____

Savings _____ Account Owner(s) _____

Money Market _____ Account Owner(s) _____

Other Account _____ Account Owner(s) _____

**If you have any questions about this request please contact me immediately. Otherwise,
please send any remaining funds by check to the following address:**

Mailing Address: _____

City _____ State _____ Zip Code _____

Daytime Phone Number _____

Thank you for your attention to the request.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____