



HERITAGE BANK

MAKE THE SWITCH TO BETTER BANKING

- Step 1: Open a Heritage Bank checking account!**
- Step 2: Stop using you previous checking account**
 - Make sure to allow time for outstanding checks and purchases to clear your account
 - Bring your old checks, deposit slips, ATM or debit cards to us, and we will shred them to ensure privacy
- Step 3: Move your direct deposits to Heritage Bank**
 - Use the Direct Deposit Change Request Form for each deposit that will go into your new account
 - Attach a voided check from your new Heritage Bank account
 - Companies you may need to notify about changing Direct Deposit include:
 - Your employer's human resources department
 - The company handling your retirement or pension payments
 - Social Security Administration
- Step 4: Transfer any automatic payments to Heritage Bank**
 - Use the Automatic Payment Change Request Form to send to each vendor that you make an automatic payment too
 - Print one form for each company that makes automatic withdrawals from your account, including automatic payments made by debit card
 - Companies you may need to notify about changing Automatic Payments include: Mortgage Company, Utility Company or Health Club Membership
- Step 5: Close your previous checking account**
 - Remember to destroy old checks and old ATM and debit cards or bring them in to us and we will shred them for you.

If you have any questions please call one of our friendly Personal Bankers and we will be happy to help you in any way we can!

SWITCH KIT ORGANIZER

Use this organizer to keep track of all of the information you need to switch (deposits and/or automatic payments) to your new Heritage Bank account.

Your Heritage Bank Account Number	
Your Heritage Bank Routing Number	091915133

Need Help? Call us at (507) 527-2236 for West Concord or (507) 645-5929 for Dennison if you have any questions.

	Company Name and Address	Date Letter Mailed	Estimated Switch Date	Complete?
Direct Deposit:	1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic Payments:	1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Close Old Account: Make sure all outstanding checks have cleared before closing your account	Outstanding Checks Payable to:	Outstanding Check Number	Outstanding Check Amount	Date Cleared Account

DIRECT DEPOSIT CHANGE REQUEST FORM

DATE _____

COMPANY NAME (making the direct deposit) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

To Whom This May Concern:

Please discontinue my direct deposit from:

Former Bank: _____

Former Bank Routing Number: _____

Former Account Number: _____

Please begin making deposits to my new account at:

Heritage Bank

Bank Routing Number: **091915133**

Account Number: _____

Bank Phone (circle one): **West Concord: (507)527-2236** **Dennison: (507)645-5929**

If you have any questions about this request, please don't hesitate to call. Thank you.

Phone _____ Day/Evening (circle one)

Sincerely,

SIGNATURE _____

NAME (PLEASE PRINT) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AUTOMATIC PAYMENT CHANGE REQUEST FORM

DATE

COMPANY NAME

ADDRESS

CITY STATE ZIP CODE

To Whom It May Concern:

You are currently withdrawing \$ _____ on _____
DATE OF MONTH

For _____
PAYMENT OR REASON

Please change my automatic payment from:

Former Bank: _____

Former Bank Routing Number: _____

Former Account Number: _____

Please stop making withdrawals from this account on _____, and
DATE

Please begin making withdrawals from my new account at:

Heritage Bank

Bank Routing Number: **091915133**

Account Number: _____

Bank Phone (circle one): **West Concord: (507)527-2236** **Dennison: (507)645-5929**

If you have any questions about this request, please don't hesitate to call. Thank you.

Phone _____ Day/Evening (circle one)

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY STATE ZIP CODE

ACCOUNT CLOSING REQUEST FORM

DATE _____

CURRENT BANK NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PLEASE CLOSE THE FOLLOWING ACCOUNT(S) WITH YOUR INSTITUTION effective as of _____

Account Number _____ Type of Account _____

Account Number _____ Type of Account _____

Account Number _____ Type of Account _____

Please send a check for the remaining balance plus accrued interest to (check one):

West Concord Office

Dennison Office

Heritage Bank
Attn: Customer Service FBO _____
PO Box 245
West Concord, MN 55985

Heritage Bank
Attn: Customer Service FBO _____
PO Box 27
Dennison, MN 55018

If you have any questions about this request, please contact me at the following number:

Phone _____ Day/Evening (circle one)

Sincerely,

SIGNATURE _____

NAME (PLEASE PRINT) _____

CO-SIGNER SIGNATURE _____

CO-SIGNER NAME (PLEASE PRINT) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____