

# PERSONAL BANKING

— S W I T C H   K I T —



**MIDFIRST BANK**

True to you.®

## Thank you for switching to MidFirst!

Making the switch to a new bank should be quick and easy. With the MidFirst Bank Switch Kit, you have everything you need to make your transition as simple as possible. We are here to help. Please visit any MidFirst banking center or call 888.MIDFIRST (888.643.3477) if you have any questions.

Here's how to switch:

### **1. STOP USING YOUR OLD ACCOUNT**

Let your checks and ATM/debit card transactions clear, and destroy any unused checks, deposit slips and ATM/debit cards.

### **2. USE OUR WORKSHEETS TO GATHER INFORMATION FROM YOUR OLD ACCOUNT**

Use the Online Bill Pay Worksheet to make a list of bill payment items that you want to transfer to your new MidFirst Bank account. Use the Automatic Payment & Direct Deposit Worksheet to make a list of automatic payments, withdrawals and direct deposits that you want to transfer to your new MidFirst Bank account.

### **3. SET UP DEPOSITS INTO YOUR NEW ACCOUNT**

Send a Direct Deposit Enrollment Form to any employer, government benefit, retirement or other income sources you identified on the Automatic Payment & Direct Deposit Worksheet.

### **4. SET UP AUTOMATIC PAYMENTS/WITHDRAWALS FROM YOUR NEW ACCOUNT**

Send an Automatic Payment/Withdrawal Switch Form to any individuals or businesses you identified on the Automatic Payment & Direct Deposit Worksheet.

### **5. SET UP ONLINE BILL PAY FOR YOUR NEW ACCOUNT**

Use the Online Bill Pay Worksheet to set up one-time or recurring online bill payments from your new MidFirst Bank account.

### **6. CLOSE YOUR OLD ACCOUNT**

Balance your old account to make sure you don't have any pending checks or ATM/debit card transactions, make sure your direct deposits and automatic withdrawals are now transferred to your MidFirst account, then call or mail the Account Closure Letter to your previous financial institution.

Thank you for switching to MidFirst Bank! We look forward to serving you.

## Online Bill Pay Worksheet

Use the worksheet below to document all online bill payments you would like to move from your old account to your new account at MidFirst Bank. To set up online bill payments, you will need to enroll in Personal Online Banking at midfirst.com. If you have questions about Personal Online Banking or Bill Pay, please visit any MidFirst banking center or call 888.MIDFIRST (888.643.3477).

PAYEE NAME	PAYEE ADDRESS	PAYEE PHONE NUMBER
ACCOUNT NUMBER	AMOUNT	FREQUENCY
PAYEE NAME	PAYEE ADDRESS	PAYEE PHONE NUMBER
ACCOUNT NUMBER	AMOUNT	FREQUENCY
PAYEE NAME	PAYEE ADDRESS	PAYEE PHONE NUMBER
ACCOUNT NUMBER	AMOUNT	FREQUENCY
PAYEE NAME	PAYEE ADDRESS	PAYEE PHONE NUMBER
ACCOUNT NUMBER	AMOUNT	FREQUENCY
PAYEE NAME	PAYEE ADDRESS	PAYEE PHONE NUMBER
ACCOUNT NUMBER	AMOUNT	FREQUENCY
PAYEE NAME	PAYEE ADDRESS	PAYEE PHONE NUMBER
ACCOUNT NUMBER	AMOUNT	FREQUENCY
PAYEE NAME	PAYEE ADDRESS	PAYEE PHONE NUMBER
ACCOUNT NUMBER	AMOUNT	FREQUENCY

## Automatic Payment & Direct Deposit Worksheet

Use the below worksheet to document all automatic payments/withdrawals and direct deposits you would like to move to your new account at MidFirst Bank. To set up these services, you will need to mail the *Automatic Payment/Withdrawal Switch Form* to each of the appropriate parties. If you have any questions, please visit any MidFirst banking center or call 888.MIDFIRST (888.643.3477).

### Automatic Payment/Withdrawal Worksheet

PAYMENT	COMPANY	ACCOUNT NUMBER	AMOUNT	DATE OF PAYMENT
MORTGAGE/RENT				
AUTO LOANS				
PERSONAL LOANS				
CREDIT CARDS				
CELLPHONE				
ELECTRIC UTILITIES				
GAS UTILITIES				
WATER/TRASH SERVICES				
CABLE/INTERNET				
DAYCARE				
GYM MEMBERSHIP				
LAWN CARE				
CHARITIES/DONATIONS				
INSURANCE				
IRA/RETIREMENT				
INVESTMENTS				
TUITION/SCHOOL EXPENSE				
RECREATIONAL/SPORTS ACTIVITIES				
SUBSCRIPTION SERVICES				
OTHER				

### Direct Deposit Worksheet

PAYMENT	COMPANY	ACCOUNT NUMBER	AMOUNT	DATE OF PAYMENT
EMPLOYEE PAYROLL				
EMPLOYEE PAYROLL				
PENSION(S)/RETIREMENT PLANS				
SOCIAL SECURITY				
INVESTMENT INCOMES				
OTHER				

### Helpful Phone Numbers and Websites

SOCIAL SECURITY ADMINISTRATION	800.772.1213	ssa.gov
OFFICE OF PERSONNEL MANAGEMENT	888.767.6738	opm.gov
RAILROAD RETIREMENT BOARD	877.772.5772	rrb.gov
DEPARTMENT OF VETERANS AFFAIRS	877.838.2778 OR 800.827.1000	va.gov

## Direct Deposit Enrollment Form

Name

Bank Name

MidFirst Bank

Account Type

Account Number

Routing Number

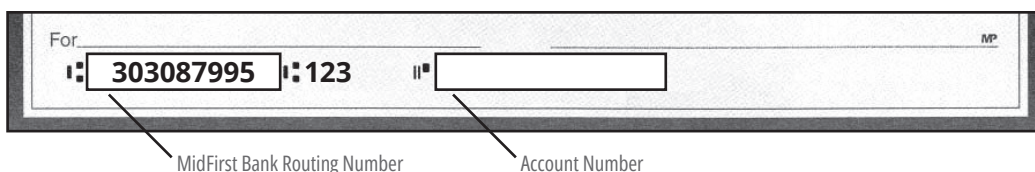
303087995

## Amount

☐ Deposit my entire paycheck

☐ Deposit \$\_\_\_\_\_ of my paycheck

☐ Deposit \_\_\_\_\_% of my paycheck



The MidFirst Bank routing number is prefilled above for your convenience and is the first string of numbers on the bottom of your check. Your account number is located to the right.

## Authorization

I, \_\_\_\_\_, authorize \_\_\_\_\_ to direct deposit to my account at MidFirst Bank. If you have any questions about this request, please contact me at \_\_\_\_\_.

SIGNATURE

DATE

## Automatic Payment/Withdrawal Switch Form

Name

Bank Name

MidFirst Bank

Account Type

Account Number

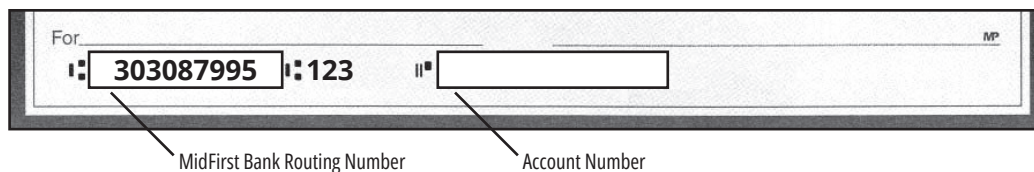
Routing Number

303087995

## Amount

☐ Automatic Withdrawal/Payment of \$ \_\_\_\_\_

☐ Pay Bill in Full



The MidFirst Bank routing number is prefilled above for your convenience and is the first string of numbers on the bottom of your check. Your account number is located to the right.

## Authorization

I, \_\_\_\_\_, authorize \_\_\_\_\_ to automatically debit my account at MidFirst Bank. If you have any questions about this request, please contact me at \_\_\_\_\_.

Please make my automatic payment/withdrawal effective:

☐ Immediately ☐ Beginning \_\_\_\_\_ (MM/DD/YY)

SIGNATURE

DATE

## Account Closure Letter

Dear \_\_\_\_\_ ,

I have switched banks and wish to close my account(s) with your institution.

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
ACCOUNT HOLDER NAME

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
ACCOUNT HOLDER NAME

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
ACCOUNT HOLDER NAME

Please remit a check for any remaining funds in the account(s) to the address below. If you have any questions about this request, please contact me at \_\_\_\_\_ .

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
SIGNATURE