

Easy Switch Kit



Switching to Legacy Bank is quick and easy with our Easy Switch Kit, and we will be glad to help.

First:

Open your new Legacy Bank account. If you have any questions after account opening, or about switching your direct deposits or automatic payments to your new account, please call

_____ at phone number _____.
Legacy Bank Representative Branch Phone Number

Next:


- Review the last few statements on your previous bank account, and use the enclosed **Account Transfer Worksheet** to note all direct deposits and automatic payments.
- Move your direct deposits by using the **Direct Deposit Form**. Be sure to include a voided check with each request.
- Move your automatic payments (or set up new ones) by using the **Automatic Payment Form**, or consider using our internet banking with FREE Unlimited Bill Pay.
- Confirm all checks have cleared, and your direct deposits and automatic payments have been changed. It usually takes 2 or 3 deposit/billing cycles for your transactions to get switched over or started. Complete the **Account Closure Form** and send it to your previous bank.

Helpful Phone Numbers and Websites:

Social Security Administration	1-800-772-1213	www.ssa.gov
Office of Personnel Management	1-888-767-6738	www.opm.gov
Railroad Retirement Board	1-800-808-0772	www.rrb.gov
Department of Veterans Affairs	1-800-827-1000	www.va.gov
Legacy Bank and Trust	1-417-753-4343	www.legacybankandtrust.com

Account Transfer Worksheet



Direct Deposits	Company	Account Number	Amount	Completed 
<i>Payroll</i>				
<i>Social Security</i>				
<i>Interest/Dividends</i>				
<i>Other</i>				
<i>Other</i>				
<i>Other</i>				

Automatic Transfers	Company	Account Number	Amount	Completed 
<i>Electric</i>				
<i>Telephone</i>				
<i>Mortgage</i>				
<i>Loans (Car/Home Equity)</i>				
<i>Cell Phone</i>				
<i>Cable/Dish</i>				
<i>Insurance</i>				
<i>Gas</i>				
<i>Water/Sewer</i>				
<i>Internet Service</i>				
<i>Brokerage</i>				
<i>Child Support</i>				
<i>Other</i>				
<i>Other</i>				
<i>Other</i>				

Please make sure that all direct deposits and automatic transfers have been processed prior to closing your account.

Direct Deposit Form

Complete this form and send to each company making a direct deposit to your account. Attach a voided check if required.

Effective Date: _____

Company Name: _____

Account Number: _____

Company Address: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deposit be switched to my new account at Legacy Bank and Trust. Please accept this letter as my authorization to transfer funds from your company to:

**Legacy Bank and Trust
P.O. Box 920
Rogersville, MO 65742**

Legacy Bank and Trust Routing Number is: **081511631**

☐ Checking

My new account number is: _____

☐ Savings

If you have any questions about this change please call me at (____) _____ - _____.

Signature: _____

Print Name: _____

Address: _____



Automatic Payment Form

Complete this form and send to each company receiving your automatic payment. Attach a voided check if required.

Effective Date: _____

Company Name: _____

Account Number: _____

Company Address: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deduction be switched to my new account at Legacy Bank and Trust. Please accept this letter as my authorization to initiate debit entries from my account at:

**Legacy Bank and Trust
P.O. Box 920
Rogersville, MO 65742**

Legacy Bank and Trust Routing Number is: **081511631**

My new account number is: _____

☐ Checking

☐ Savings

If you have any questions about this change please call me at (____) _____ - _____.

Signature: _____

Print Name: _____

Address: _____



Account Closure Form

Effective Date: _____

Name of
Financial Institution: _____

Address: _____

Account Number: _____

Account Number: _____

To Whom It May Concern:

Please accept this letter as authorization to close the account(s) listed above and transfer the balance(s) plus any accrued interest to:

**Legacy Bank and Trust
P.O. Box 920
Rogersville, MO 65742**

Legacy Bank and Trust Routing Number is: **081511631**

Credit to my new account number: _____

If you have any questions about this change please call me at (____) _____ - _____.

Signature: _____

Print Name: _____

Address: _____

