



*L*EWISBURG *B*ANKING *C*OMPANY

*Logan County's Only Home-Owned Independent Bank*

## *Switching Banks Made Simple*

Lewisburg Banking Company is excited to have you as a customer and we want to make every effort to make the switch as simple as possible. Within this kit, you will find instructions, forms, and helpful hints to make switching banks easier than ever.



*Open your account at  
Lewisburg Banking Company*



*Get your direct deposit started*



*Change or create any automatic  
payments*



*Close your old account*

*Thank you for choosing Lewisburg Banking Company. Make sure to take advantage of all of our services. Ask about-*

- ✓ Home, Auto, and Personal Loans*
- ✓ Christmas Club Accounts*
- ✓ CDs and IRAs*
- ✓ Free Internet Banking and Debit Cards*



## Opening Your Account

Our qualified Customer Service Representatives are always on hand to help you open your account, but if you want to make the process faster, there is some information that you can provide us with.

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First Name	Middle Initial	Last Name
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Date Of Birth (MM/DD/YY)	Social Security Number
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Street Address	City	State	Zip
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Mailing Address (if different)	City	State	Zip
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Home Phone	Business Phone	Other Phone
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Place of Employment

Fill out the next section if there is a Joint applicant.

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First Name	Middle Initial	Last Name
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Date Of Birth (MM/DD/YY)	Social Security Number
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Street Address	City	State	Zip
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Mailing Address (if different)	City	State	Zip
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Home Phone	Business Phone	Other Phone
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Place of Employment

New account checklist-

I have completed the information above.

I have two forms of ID (driver's license, social security card, government issued photo ID, etc) that is required to open an account.

I have looked at a brochure and know the type of account I would like

Questions that I want to ask my Lewisburg Banking Company representative-

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## Using Your New Account

Once you have opened your account at Lewisburg Banking Company, you will want to start changing your deposits and payments to your new account. Below and in the forms following, we have comprised some information and forms to assist you with this process.

Direct Deposit Your direct deposit is an important step in changing your account. You will want to contact your employer along with anyone else that you may receive payment from. We have included a form that you may use to help assist you with getting your direct deposit set up at Lewisburg Banking Company.

If you receive a Government Payment (Social Security, VA Compensation, Federal Salary, etc), you may use the form included for Government Compensation, you may also call the number listed on the form, or ask your Lewisburg Banking Company Representative for assistance in completing the change.

Automatic Payments You may have automatic payments coming from numerous sources, we suggest that you make sure to check your previous bank statement and begin by contacting all of the payees listed. We have included a form that you may submit to each payee (it may be necessary to make copies) or you may contact them directly. Below is a list of common, but not all possible payees.

Mortgage or Rent  
Insurance Companies (Home, Auto, Life, Health)  
Automobile Payments or Leas  
Utilities (Electric, Water, Gas)  
Phone (Home Service, Cell Service)  
Television and Internet Services  
Credit Cards  
Memberships

Closing Your Account You will want to make sure that you have changed all deposits and automatic payments before closing your account to insure that nothing is returned unpaid. Once everything is changed and you are positive that all checks have cleared your previous banking account, it is now safe to close. We strongly recommend that you contact your previous financial institution to complete this change. It is important that they implement their closing procedures so that no additional fees or charges are accumulated.

Direct Deposit Change Request

To Payroll Office

From: \_\_\_\_\_

Date: \_\_\_\_\_

Please accept this request as notification and authorization to change/establish Direct Deposit to my Lewisburg Banking Company Account. Attached you will find a voided check or deposit slip from my account along with any other information need to complete this request.

Type of Account-   \_\_\_Checking   \_\_\_Savings  
7 Digit Lewisburg Banking Company Account Number \_\_\_\_\_  
Lewisburg Banking Company Routing Number **083905342**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank Representative Signature/  
Title

\_\_\_\_\_  
Date

*Attach a copy of either a voided check or deposit slip here.*

Automatic Payment Change Request

To: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Please accept this request as notification and authorization to change my automatic payment to my Lewisburg Banking Company Account. Attached you will find a voided check or deposit slip from my account along with any other information need to complete this request.

Type of Account-   \_\_\_ Checking   \_\_\_ Savings  
7 Digit Lewisburg Banking Company Account Number \_\_\_\_\_  
Lewisburg Banking Company Routing Number **083905342**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank Representative Signature/  
Title

\_\_\_\_\_  
Date

*Attach a copy of either a voided check or deposit slip here.*