

# LNB Switch Kit



Switching is easy. Loving your local bank is even easier!  
The **LNB Switch Kit** is just one more way LNB is working to make your life simpler. It's easy—follow the 5 simple steps and you'll be enjoying hometown banking in no time!



**LNB** Banking.  
It's all about people.

Member FDIC

# Switching has never been easier!

## Steps:

1

**Open an LNB Checking account!** See a Customer Service Representative at one of our [15 convenient locations](#). They will help determine what account(s) fits you best.

To make the process even faster, complete the **Customer Information Sheet p.3** and bring it with you on your visit.

2

**Stop using your previous checking account.** Allow time for outstanding transactions to clear. Destroy your ATM and/or Debit Cards, any unused checks and deposit slips.

3

**Move your Direct Deposit (s) to LNB.** Use the **Direct Deposit Authorization Form p.5** to make this process even easier!

4

**Transfer any Automatic Payments and Debits to LNB.** Use the **Automatic Payment Request Form p.7** to assist you in quickly making the switch.

5

**Close your previous checking account(s).** Use the **Account Closing Request Form p.9** to close your previous checking account.

# Customer Information Sheet

Name	Date of Birth	M	F
		Sex	
Street Address	City/State/Zip		
Home Phone	Work Phone	Mobile Phone	Email Address
Driver's License	DL Expiration Date		
Employer	Position/Title:		
Income			

## Joint Account Holder (If Applicable)

Name	Date of Birth	M	F
		Sex	
Street Address	City/State/Zip		
Home Phone	Work Phone	Mobile Phone	Email Address
Driver's License	DL Expiration Date		
Employer	Position/Title:		
Income			

## Accounts and Services

Accounts and Services that you are interested in: *\*Refer to BankwithLNB.com*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Regular Checking Account             | <input type="checkbox"/> Health Savings Account | <input type="checkbox"/> Investment/<br>Insurance Services   |
| <input type="checkbox"/> Interest Bearing<br>Checking Account | <input type="checkbox"/> ATM Card               | <input type="checkbox"/> Consumer Loan                       |
| <input type="checkbox"/> Basic Checking Account               | <input type="checkbox"/> Visa® Debit Card       | <input type="checkbox"/> Mortgage Loan                       |
| <input type="checkbox"/> Savings Account                      | <input type="checkbox"/> Online Banking         | <input type="checkbox"/> Home Equity Loan/<br>Line of Credit |
| <input type="checkbox"/> Individual Retirement Account        | <input type="checkbox"/> Online Bill Payer      | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Certificate of Deposit               | <input type="checkbox"/> Telephone Banking      |  |
|   | <input type="checkbox"/> Safe Deposit Box       |  |

# Direct Deposit Instructions

## Direct Deposits

After you've identified Direct Deposits from your previous bank statements, use the Direct Deposit Request to notify the depositor of your new bank information.

## Before Sending the Direct Deposit Request

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/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).
2. Use the enclosed form p.5 to establish your direct deposit at LNB by providing it to your employer/source of income.
3. Maintain the account at your previous bank until you have confirmed that your Direct Deposit(s) has been switched to your LNB account.

## After Sending the Direct Deposit Request

1. Confirm with your employer/source of income that forms were received.
2. Monitor your account through LNB Online Banking or Telephone Express.

## Examples of Direct Deposit:

Paycheck from Employer

Social Security

VA Compensation

Retirement/Pension Plan

Interest Income

Dividends

Military Pay

# Direct Deposit Authorization

I authorize \_\_\_\_\_ to send credit entries, as well as appropriate adjustments and debit entries, to my/our accounts indicated below.

## Account Number 1

Account Type:   \_\_\_  Checking   \_\_\_  Savings

Institution Name: The Lyons National Bank

Bank Routing/ABA Number: 022304616   Account Number: \_\_\_\_\_

Percentage to be deposited into this account: \_\_\_\_\_

## Account Number 2

Account Type:   \_\_\_  Checking   \_\_\_  Savings

Institution Name: The Lyons National Bank

Bank Routing/ABA Number: 022304616   Account Number: \_\_\_\_\_

Percentage to be deposited into this account: \_\_\_\_\_

**Please attach a voided check for each account here.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Automatic Payment Request Instructions

## Automatic Payments

After you've identified Automatic Payments from your previous bank statements, use the **Automatic Payment Request Form p.7** to notify the merchant of your new bank information.

Don't forget you can also manage your payments with LNB's FREE Online and Mobile Banking.

## Before Sending the Automatic Payment Request

1. Identify any existing automatic payments.
2. Use the enclosed form to request that your **Automatic Payment Request Form p.7** be established at LNB.
3. Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your LNB account.

# Automatic Payment Request

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Company Name

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Address

---

City, State, Zip

RE: Changing My Automatic Payment

ATTN: Accounts Receivable/Accounting

I have recently changed banks and would like to have my automatic payment with your company changed to my new account.

Please discontinue debiting my old bank account and begin making automatic withdrawals from my new LNB account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

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Authorized Signer #1/Date

---

Print Name/Title

## Automatic Payment Information

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Name

---

Phone

---

Address

---

City/State/Zip

---

Payment or Reason

---

Date of Payment

---

Payment Amount or "Amount Due"

---

Old Bank Name

---

Routing Number

---

Account Number

---

**The Lyons National Bank**

---

**022304616**

---

New Bank Name

---

Routing Number

---

Account Number

# Account Closing Request Instructions

## Before sending the Account Closing Request

1. Check with your previous bank to make sure no additional forms or information are required.
2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have a Certificate of Deposit (CD's), it is important to check the maturity dates.
3. Be sure that all automatic transactions have been switched to your LNB account before closing your old account.

## After you've sent the Account Closing Request

1. Check account statements to verify that all accounts have zero balance and have been closed.



# Account Closing Request

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

RE: Close My Accounts

ATTN: Account Maintenance

This letter is to inform you that I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address.

If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

## Automatic Payment Information

\_\_\_\_\_  
Account #1

\_\_\_\_\_  
Account #1

\_\_\_\_\_  
Account #3

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip