

EZ Switch Kit

Dear Valued Customer:

At Farmers & Merchants Bank, our goal is to provide the value, service and expertise you need to meet all of your financial needs! F&M Bank can make the transition from a previous financial institution to F&M a smooth process. Simply follow the steps listed below. If you need assistance, please ask. We're here for you!

Checklist

1. Open Your New Deposit Account at F&M

One of our banking specialists will help you decide:

- Which F&M deposit account will BEST meet your individual needs
- If you need or would like Ready Reserve
- If you could benefit from having a Debit Card
- If you would like to take advantage of F&M's FREE Online Banking/Bill Pay
- If you would like to use Mobile Banking options

2. Switch Over Your Automatic Transactions

2a. Use the "Direct Deposits: Notification of Change of Financial Institution" form (2a) to notify your employer or anyone who automatically makes direct deposits to your deposit account.

Common direct deposits include:

- | | | |
|---|---|--|
| <input type="checkbox"/> Employers | <input type="checkbox"/> Investment companies | <input type="checkbox"/> Credit card companies |
| <input type="checkbox"/> Cash rent | <input type="checkbox"/> Income tax refunds | <input type="checkbox"/> Online Vendors |
| <input type="checkbox"/> P2P Payment Services | | |

2b. The "Withdrawals: Notification of Change of Financial Institution" form (2b) can be used for any automatic withdrawals you have coming out of your deposit account.

Common withdrawals include:

- | | | |
|---|---|---|
| <input type="checkbox"/> Investments | <input type="checkbox"/> Loan payments | <input type="checkbox"/> Internet services |
| <input type="checkbox"/> Charitable contributions | <input type="checkbox"/> Insurance premiums | <input type="checkbox"/> Credit card payments |
| <input type="checkbox"/> Phone bills | <input type="checkbox"/> Cable bills | <input type="checkbox"/> Real estate taxes |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Utility bills | <input type="checkbox"/> Subscriptions |

3. Close Your Previous Account

Once all of your pre-authorized debits and checks you have written clear your previous account, close your previous account. This can be done by using the Authorization to Close Account Form (3). You don't have to do this in person. Note: We recommend waiting at least 60 days to ensure all items have cleared and automatic deposits and withdrawals have ceased.



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Form 2a

Direct Deposits: Notification of Change of Financial Institution

Date _____

Employer/Other Depositor's Name _____

Address _____

City, State, Zip _____

I have opened a new deposit account at Farmers & Merchants Bank. Please use this new account for any future deposits effective as of this date

New Financial Institution:

Farmers & Merchants Bank

Routing Number: 091214339

Checking Account Number _____

Savings Account Number _____

If you have any questions about this request, please contact me during the day/evening (circle one) at:

Thank you,

Sincerely,

Signature _____

Name (please print) _____

Address _____

City, State _____ Zip _____

Direct Deposits from government sources may require a separate authorization form. Please check with the Depositor or an F&M Customer Service Representative to see if your deposits require a different form.



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Form 2b

Withdrawals: Notification of Change of Financial Institution

Date _____
Name of Company Making Automatic Withdrawal _____
Address _____
City, State, Zip _____

To whom it may concern:

You are currently automatically withdrawing \$ _____ (amount) for my
_____ (what payment/deposit is for)
_____ (account or other identifying number)
_____ (recurring date or frequency)

from my account: Previous Bank _____
Bank Routing Number _____
Account Number _____

I have opened a new deposit account at Farmers & Merchants Bank. Please use this new account for any future
withdrawals effective as of this date _____.

My NEW Account Information:

Farmers & Merchants Bank
Routing Number: 091214339
Checking Account Number _____
Savings Account Number _____

If you have any questions about this request, please contact me during the day/evening (circle one) at:

Thank you,

Sincerely,

Signature _____

Name (please print) _____

Address _____

City, State _____ Zip _____



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Form 3

Authorization to Close Account

Date _____

Bank Name _____

Address _____

City, State, Zip _____

To whom it may concern:

Authorization to Close Account _____ (account number)

Please be advised that, to the best of my knowledge, all checks and authorized debits have cleared the above account. I wish to close this account and have the remaining balance sent to me at the address listed below.

If you have any questions about this request, please contact me during the day/evening (circle one) at:

Thank you,

Sincerely,

Signature _____

Name (please print) _____

Address _____

City, State _____ Zip _____

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