

Don't let your bank tell you
switching is complicated...

*We just made it **EASY***

EASYSwitch



*Make the **Switch** to the **BANK OF CASHTON***

BANK OF CASHTON
723 Main Street
Cashton, WI 54619
Phone: (800) 205-7203

Member FDIC

BANK OF CASHTON
Since 1899

EASYSWITCH *Make the SWITCH to the BANK OF CASHTON*

Are you interested in switching your accounts to the Bank of Cashton, but it seems too complicated to do that?

That's why we've developed the Bank of Cashton EASYSWITCH Kit! This kit will walk you through a step-by-step checklist to help make your switch from your old bank, to your new Bank of Cashton account quick, simple and most of all, easy. Just follow the simple steps to get started.

If we can be of any assistance throughout your switch, please call **(800) 205-7203**. We look forward to working with you and thank you for giving the Bank of Cashton the opportunity to serve you!

Routing and Account Numbers

1. The Bank of Cashton's routing number is located in the lower left corner of your check and is 9 digits.
2. Your account number varies in length but will always appear to the right of the routing number.



1) Open an account with the Bank of Cashton.

- To apply online, visit www.bankofcashton.com, click on forms in the top right hand of the webpage or stop by the Bank of Cashton and open an account with us in person.

2) Sign up for Bank of Cashton online banking.

- Easily track your direct deposits, automatic withdrawals or payments and checks as they clear your Bank of Cashton account. To sign up for Bank of Cashton's online banking, stop in or go to our website and click on "Online Services" under the Online Banking area. Then click on "Enroll in Online Banking".

3) Stop using your former account and begin using your new Bank of Cashton account as soon as possible.

- Be sure to leave sufficient funds in your old account until all of your checks have cleared and any automatic withdrawals have been successfully transferred to the Bank of Cashton.

4) Change your Direct Deposits to the Bank of Cashton.

- Use our attached Direct Deposit Authorization Change Form to change any direct deposits. Remember to attach a voided Bank of Cashton check to this form.

5) Change your Automatic Payments or Withdrawals to Bank of Cashton.

- Use our attached Automatic Payment or Withdrawal Authorization Change Form to change any automatic payment or withdrawal.

6) Close your old account at the other financial institution.

- Use our attached Account Closing Form to close your account at the other financial institution.
- Once you close your account at the other institution, remember to shred or destroy any old checks and debit cards for security purposes.

EASYSWITCH *Make the SWITCH to the BANK OF CASHTON*

Use this form as a quick reference guide for all of your automatic payments and direct deposits.

AUTOMATIC PAYMENT CHECKLIST

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Telephone				
Cellphone				
Water				
Trash Removal				
Internet				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Tuition/School Expense				
Other				
Other				

DIRECT DEPOSIT CHECKLIST

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension/Retirement				
Social Security				
Investment Income				
Other				
Other				

HELPFUL PHONE NUMBERS AND WEBSITES

Social Security Administration	(800) 772-1213	www.ssa.gov
Office of Personnel Management	(888) 767-6738	www.opm.gov
Railroad Retirement Board	(800) 808-0772	www.rrb.gov
Department of Veteran Affairs	(877) 838-2778 or (800) 827-1000	www.va.gov

AUTOMATIC PAYMENT CHANGE LETTER

Use this letter to change your automatic payment to your Bank of Cashton account. If there are multiple payments which need to be changed with one company, please complete this letter for each payment.

Date: _____

To: _____ (Company Name)
_____ (Company Address)
_____ (City, State, Zip)

Automatic Payment Change Checklist

Before mailing this letter, make sure to check off the following:

- If available, attach a voided check from your Bank of Cashton account

RE: AUTOMATIC PAYMENT CHANGE

From: _____ (Customer Name)
_____ (Customer Address)
_____ (City, State, Zip)

Please accept this letter as my authorization to have my automatic payments with your company changed to my **NEW** account below. My customer account number with your company is _____

Previous Account Number: _____

ABA Routing Number: _____

Account Type: Checking Savings (Select One)

NEW Account Number: _____

ABA Routing Number: 075904762

Account Type: Checking Savings (Select One)

If you have any questions regarding this request, please contact me by phone at _____.
Thank you for your cooperation in this matter.

Sincerely,

Customer Signature

ACCOUNT CLOSING LETTER

Use this letter to provide notice and authorization to your former financial institution to close your account(s) and issue a check for the remaining balance(s). If there are multiple accounts being closed, please complete this letter for each account.

Date: _____

To: _____ (Bank Name)
_____ (Bank Address)
_____ (City, State, Zip)

RE: CLOSING MY ACCOUNT(S)

From: _____ (Customer Name)
_____ (Customer Address)
_____ (City, State, Zip)

Account Closure Checklist

Before closing your account, make sure to check off the following:

- ✓ All checks have cleared your former account
- ✓ All automatic withdrawals and deposits have been switched to your new Bank of Cashton account and have cleared your previous account
- ✓ Destroy all remaining checks, deposit slips and debit cards from your previous account

Please accept this as my authorization to inform you to close my account listed below with your institution.

Account Number: _____

Account Type: Checking Savings CD Money Market (Select One)

Please send the check in the amount of my account balance plus any accrued interest to my attention at the address above.

If you have any questions regarding this request, please contact me by phone at _____.
Thank you for your cooperation in this matter.

Sincerely,

Customer Signature

DIRECT DEPOSIT CHANGE LETTER

Use this letter to change your direct deposit to the Bank of Cashton.

Date: _____
To: _____ (Company Name)
_____ (Company Address)
_____ (City, State, Zip)

RE: DIRECT DEPOSIT CHANGE

From: _____ (Customer Name)
_____ (Customer Address)
_____ (City, State, Zip)

Direct Deposit Change Checklist

Before sending this letter, make sure to check off the following:

- Verify with your employer to make sure that they do not require a specific form in order to complete a direct deposit change

Please accept this letter as my authorization to have my direct deposit with your company changed to my **NEW** account below effective immediately.

Type of Deposit: Employee Payroll Social Security V.A Compensation or Pension
Civil Service Retirement Pension Supplemental Security Income
Other: _____

Previous Account Number: _____
ABA Routing Number: _____
Account Type: Checking Savings (Select One)

NEW Bank Address: Bank of Cashton, 723 Main Street, Cashton, WI 54619
Account Number: _____
ABA Routing Number: 075904762
Account Type: Checking Savings (Select One)

If you have any questions regarding this request, please contact me by phone at _____.
Thank you for your cooperation in this matter.

Sincerely,

Customer Signature