

# M1 BANK

## 5-STEP EASY SWITCH KIT

Switching to M1 Bank is easy with our 5-Step Switch Kit that includes a step-by-step checklist with all of the forms you'll need for a smooth transition from your current bank to M1 Bank.

- 1 Open your new M1 Bank account.**

Stop by your local branch to open your new M1 Bank account. We have a variety of personal and business accounts that will suit your banking needs.
- 2 Stop actively using your old account.**

This will allow all transactions to clear and a final balance amount to be determined.
- 3 Move your direct deposits.**

Notify all sources who deposit funds into your old account that you are switching accounts to M1 Bank. You will need to provide your new M1 Bank account and routing number as well as a voided check from your new M1 Bank account. We have provided a Direct Deposit Request form attached below for your assistance.
- 4 Move your automatic payments.**

To switch automatic payments, such as utility or loan payments, to your new accounts, fill out the Automatic Payment form (attached below) and send to each business.
- 5 Close your former bank account.**

You are now ready to close your former bank account. To do so, just simply send the completed Account Closing Request form (attached below) to your bank and say goodbye. If there is an outstanding balance, they will mail you a check.

# M1 BANK

Member FDIC

## Direct Deposit Request

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### **ATTN: Payroll**

### **RE: Switching My Direct Deposit to a New Account**

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making my direct deposit(s) into my new M1 Bank 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,

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

\_\_\_\_\_  
Date

### **DIRECT DEPOSIT INFORMATION**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SSN

\_\_\_\_\_  
EMPLOYEE NO

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
PREVIOUS BANK NAME

**M1 BANK**

\_\_\_\_\_  
ROUTING NUMBER

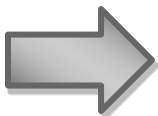
**081519549**

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
NEW BANK NAME

\_\_\_\_\_  
NEW ROUTING NUMBER

\_\_\_\_\_  
NEW ACCOUNT NUMBER



If you receive a Social Security or government check, the easiest way to enroll in direct deposit or switch a direct deposit is to call the number below:

- For Social Security/SSI Checks: 1-800-772-1213
- For Veterans Benefits: 1-800-827-1000
- For Social Security/SSI Checks or other Federal Benefit Payments: [www.godirect.gov](http://www.godirect.gov)



# Automatic Payment Request

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## ATTN: Accounts Receivable / Accounting RE: Changing My Automatic Payment

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 **M1 Bank** 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.

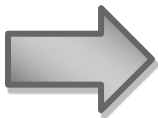
Sincerely,

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

\_\_\_\_\_  
Date

### AUTOMATIC PAYMENT INFORMATION

NAME		PHONE	
ADDRESS	CITY	STATE	ZIP
\$ AMOUNT DEBITED (enter payment amount or 'amount due')			
PREVIOUS BANK NAME	ROUTING NUMBER	ACCOUNT NUMBER	
\$ PAYMENT OR REASON		DATE OF PAYMENT	
<b>M1 BANK</b>	<b>081519549</b>		
NEW BANK NAME	NEW ROUTING NUMBER	NEW ACCOUNT NUMBER	



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## Account Closing Request

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**ATTN: Accounts Maintenance**  
**RE: Close My Accounts**

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 by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

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

\_\_\_\_\_  
Date

### ACCOUNT INFORMATION

\_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ACCOUNT #1

\_\_\_\_\_  
ACCOUNT #2

\_\_\_\_\_  
ACCOUNT #3

\_\_\_\_\_  
ACCOUNT#4

\_\_\_\_\_  
ACCOUNT #5

\_\_\_\_\_  
ACCOUNT #6