

# Make the move to **FPSB** in just five easy steps!

We recommend keeping your current account open until you've changed your direct deposits and auto payments (forms are included). Once everything is transitioned, then close your current account. We are here to help! Call 309-347-3106 or email [support@firstpekingsavings.com](mailto:support@firstpekingsavings.com).

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## **Open your First Pekin Savings Bank account.**

You can call or stop by the bank to speak with a New Account Representative. You will need a valid photo ID with your current address, and your social security card. If your photo ID address does not match your current address, a utility bill works as verification of address. We'll get you setup with online & mobile banking, a debit card, e-statements, account alerts, etc.

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## **Start using your new account. Stop using your old account.**

You will want to keep your old account open until your Direct Deposits and automatic payments take effect and until ALL outstanding checks clear. Keep your old account number handy. You will need it to close your account later.

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## **Change your direct deposits.**

Give the "Direct Deposit Change" form to your employer or other payment source so that your funds can be automatically deposited into your new account. For Social Security/SSI changes you may also call 1-800-772-1213 ([ssa.gov/deposit/howtosign.htm](http://ssa.gov/deposit/howtosign.htm)). For Veteran's Benefits, call 1-877-838-2778 or 1-800-827-1000 ([va.gov](http://va.gov)). For the Railroad Retirement Board, call 1-800-808-0772 ([rrb.gov](http://rrb.gov)). For the Office of Personnel Management, call 1-888-767-6738 ([opm.gov](http://opm.gov)).

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## **Change your automatic payments.**

Use the attached form to change all automatic withdrawals or automated payments. These include payments made using your old debit card number.

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## **Close your old account.**

If you use online billpay, you might want to set up your billers in your new online billpay before closing your old account. Use the attached "Account Closure Notice" to notify your old financial institution about the accounts you are closing and to give them directions for any remaining funds that may be left in your old account.





- Corporate Office** | 1419 W Main St, Salem, IL 62881
- First Pekin Savings Bank** | 532 Court St, Pekin, IL 61554 • 347-3106 • firstpekinsavings.com
- Flora Savings Bank** | 128 W Second St, Flora, IL 62839 • 662-2177 • florasavings.com
- Marion County Savings Bank** | 301 W Main St, Salem, IL 62881 • 548-3440 • marioncountysavings.com

# Direct Deposit Change

Complete this form and submit it to any company or organization who is automatically depositing funds to your existing account, including payroll, pension, and dividends.

**TO:** Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

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

**To Whom It May Concern:**

**I've recently changed my banking relationship to Community Partners SB. Please redirect my direct deposit into my new account, as follows:**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

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

Social Security Number : \_\_\_\_\_

New Bank Name : \_\_\_\_\_

New Bank Routing Number : **281271454** \_\_\_\_\_

New Bank Account Number : \_\_\_\_\_

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

**I hereby authorize to have my direct deposit switched to my account with Community Partners SB.**

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



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# Automatic Payment Change

**Form Instructions:** If changes cannot be made via phone or internet, complete this form and submit it to any company or organization who is automatically withdrawing payment from your existing account. Include a voided check or deposit slip when sending to vendor.

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
City, State, Zip : \_\_\_\_\_  
Company Account #: \_\_\_\_\_  
Payment Amount: \_\_\_\_\_  
To begin on: Current Scheduled Date or New Payment Date of \_\_\_\_/\_\_\_\_/\_\_\_\_

## New Financial Institution

**Please redirect my automatic payment to come from my new account at the above chosen location:**

New Bank Routing Number: **281271454**

New account information:  Checking Account #: \_\_\_\_\_  
 Savings Account #: \_\_\_\_\_  
 Debit Card Card #: \_\_\_\_\_

**Effective \_\_\_\_/\_\_\_\_/\_\_\_\_, I hereby authorize to change my automatic payments to the company listed above to come from my account at Community Partners SB.**

Name (print): \_\_\_\_\_  
Address : \_\_\_\_\_  
City, State, Zip : \_\_\_\_\_  
Social Security Number (last 4 digits): \_\_\_\_\_

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



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# Account Closure

Complete this form and submit it to your previous financial institution. Make sure all checks have cleared your account first. Note: Individual Retirement Accounts require additional paperwork for tax purposes.

**TO:** Financial Institution: \_\_\_\_\_

Address : \_\_\_\_\_

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

**From:** Primary Account Holder: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Secondary Account Holder: \_\_\_\_\_

**This letter serves as a request and authorization to close the following accounts with your institution:**

Account # \_\_\_\_\_ Account Type: \_\_\_\_\_

**Please mail remaining balance to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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