



Commercial Savings Bank

Are you getting the
most from your
bank? Let us help
with the:

CSB Switch Kit



Switch Kit

Making a change for the better has never been easier!

With our simple Switch Kit, we have taken the hassle out of changing banks. Our Switch Kit includes all of the forms you need to enjoy the benefits of banking with us right away. Stop in today and we'll take care of the leg work.

- ✓ Automatic payment change form
- ✓ Direct deposit change form
- ✓ Account closure form

Plus we can set up your new online banking account with up to 10 bill pay accounts.

Follow these steps to better banking:

1. OPEN YOUR NEW ACCOUNT WITH CSB.
2. STOP USING YOUR OLD CHECKING ACCOUNT
3. CHANGE YOUR DIRECT DEPOSITS
4. CHANGE YOUR AUTOMATIC PAYMENTS
5. CLOSE YOUR OLD CHECKING ACCOUNT

****Tip for identifying the routing and account number from your check.***

:073919571: Your routing number is the first set of numbers listed on the lower left hand of your check.

:00 000 0: Your account number is the second set of numbers listed on the lower left hand of your check after the routing number.



Switch Kit

1. Open your new account with CSB

Stop into our location at Adams and 7th to open an account. We'll provide the information helpful in choosing an account and products that are right for you. You will need the following information to complete the account opening process:

- Your old checking account info
- Details of existing automatic payments
- Details of existing direct deposits
- * For customers with existing or prior accounts/loans nothing more is needed.
- Valid driver's license
- A second form of identification

2. Stop using your old account

Remember to leave sufficient funds in the old checking account to cover any outstanding checks, automatic debits, or service charges. Destroy your unused checks, deposit slips, and ATM/debit cards.

3. Change your direct deposits

Complete the direct deposit change form. Send a copy to your employer, investment advisor, or retirement fund so they know you have changed banks. Attach a voided check from your new Commercial Savings Bank account.

4. Change your automatic payments

Use the automated payment change form to transfer all of your automatic withdrawals. Don't forget to include online services linked to your old account. You will need to include a voided check from your new account with each form you complete. Ensure steps 3 & 4 are complete before proceeding with step 5.

5. Close your old checking account

Simply complete and submit the account closure form. You may fax or mail it to your previous bank.



Switch Kit

Automatic Payment Change Form

Date: _____
Company Name: _____
Account Number: _____
Address: _____
City: _____ State: _____ Zip: _____

You are currently withdrawing \$_____ from the following bank account:

Old Bank's Name: _____
Routing Number: _____
Account Number: _____

For (payment/reason) _____ On (date) _____
Please stop making withdrawals from this account on: _____

Start making withdrawals from my new account listed below on: _____

New Bank: _____ Commercial Savings Bank _____
Routing Number: __073919571 _____
Account Number: _____

Please contact me with any questions: (Ph) _____

Sincerely,

Signature: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____



Switch Kit

Direct Deposit Change Form

Date: _____
Address: _____
City: _____ State: _____ Zip: _____

You are currently depositing my _____ into the following account:
(deposit type)

Old Bank's Name: _____
Routing Number: _____
Account Number: _____

Please start making this direct deposit into my new account on: _____
(date)

New Bank: _____ Commercial Savings Bank _____
Routing Number: 073919571 _____
Account Number: _____

Please contact me with any questions: (Ph) _____

Sincerely,

Signature: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____

*Remember to include a voided check



Switch Kit

Account Closure Change Form

Date: _____

Bank Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Please close the following account #: _____

Send a check for the remaining balance to the address below:

Please contact me with any questions: (Ph) _____

Sincerely,

Signature: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____