



**EASY  
SWITCH  
KIT**



## Authorization to Close Outside Bank Account

(Accounts at your existing bank that you wish to transfer to State Bank of Delano)

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

Please Close my:    Checking    Savings    Money Market    on: \_\_\_\_\_ (date)  
(Circle accounts to close)

at: \_\_\_\_\_  
(Financial Institution where account is closing)

Address of Financial Institution: \_\_\_\_\_  
\_\_\_\_\_

Account Holder's Name: \_\_\_\_\_

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

Account Number(s)  
\_\_\_\_\_  
\_\_\_\_\_

On the closing date stated above please send the remaining funds to:

State Bank of Delano

PO Box 530

Delano, MN 55328

Attn: Teller

(Please reference customer name for proper credit)

Signature of account holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of account holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you have any questions please contact New Accounts at 763-972-2935

Thank you



## Authorization to Change Auto Payment

(Use this form to transfer your automatic payments to  
State Bank of Delano)

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

I am in the process of closing my:    Checking    Savings    Money Market  
(Circle accounts to close)

at: \_\_\_\_\_  
(Financial Institution where account is closing)

Address of Financial Institution: \_\_\_\_\_  
\_\_\_\_\_

Account Holder's Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

I hereby authorize automatic payment from my new:    Checking    Savings    Money Market  
(please circle the correct account)

Effective as of \_\_\_\_\_  
                  Month    Date    Year

Payment to: \_\_\_\_\_

Payment Frequency: \_\_\_\_\_

**New Financial Institution Information**  
**State Bank of Delano**  
**PO Box 530**  
**Delano, MN 55328**

New Account number: \_\_\_\_\_  
(please enclose cancelled check for verification)

Signature of account holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of account holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you have any questions please contact New Accounts at 763-972-2935  
Thank you



## Authorization to Change Direct Deposit

(Use this form to transfer your direct deposit to State Bank of Delano)

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

I am in the process of closing my:    Checking    Savings    Money Market  
(Circle accounts to close)

at: \_\_\_\_\_  
(Financial Institution where account is closing)

Address of Financial Institution: \_\_\_\_\_  
\_\_\_\_\_

Account Holder's Name: \_\_\_\_\_

Account Number: \_\_\_\_\_  
I hereby authorize changing direct deposit to my new:    Checking    Savings    Money Market  
(please circle the correct account)

Effective as of \_\_\_\_\_  
Month    Date    Year

New Financial Institution Information  
State Bank of Delano  
PO Box 530  
Delano, MN 55328

New Account number: \_\_\_\_\_  
(please enclose cancelled check for verification)

Signature of account holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of account holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you have any questions please contact New Accounts at 763-972-2935  
Thank you

## Checklist for Easy Switch Kit:

\_\_\_\_ New Account opened at State Bank of Delano (please fill out new account application online or at the front receptionist desk, all accounts are verified through Chex Systems)

\_\_\_\_ Notify Employer of change and fill out direct deposit forms

\_\_\_\_ Notify all electronic payments set up (utilities, insurance, loans, merchants etc...) and fill out auto payment transfer forms. Use previous bank statements to find all monthly auto payments that are set up, or use the monthly billing statement that you receive from that vendor.

\_\_\_\_ Notify all direct deposits that are not from an employer (Social Security...1-800-772-1213, or any pensions or investment income)

\_\_\_\_ Close other accounts at previous institution using the close account forms

If you cannot find the information necessary or are having problems filling out any of these forms, you can get assistance from a New Accounts Representative at State Bank of Delano by calling 763-972-2935 and asking for New Accounts. If you would like to stop in to the bank for assistance please note our bank hours below.

Thank you

Monday, Tuesday, Wednesday and Friday 8:30-3:00 PM

Thursday 8:30-7:00 PM

Saturday 9:00-Noon