



*Sicily Island State Bank*

## Switch Kit

Our goal at Sicily Island State Bank is to give our customers personal service in all we do. We all have busy lives, so here at Sicily Island State Bank, we are always looking for ways to make banking with us easy and convenient. The **Sicily Island State Bank Switch Kit** is just one more way we are working to make your life simple.

Follow the 6 easy steps in the Sicily Island State Bank Switch Kit and you are on your way to returning to hometown banking at its best! As always, we are here to serve you. Our staff will be glad to assist you anytime. Just give us a call at 318-389-5781.

**Welcome Home to Sicily Island State Bank!**

Wade Thompson  
CEO & EVP  
Sicily Island State Bank

## *Switching has never been easier!*

**Step 1:** **Open a Sicily Island State Bank Checking account!** Come in and see a Customer Service Representative to help you determine what account fits you best.

To make the process even faster, have the **Customer Information Sheet** filled out when you come in to open your Sicily Island State Bank Checking account.

**Step 2:** **Stop using your previous checking account.** Allow time for outstanding checks to clear. Destroy your ATM and/or Debit cards, any unused checks, and deposit slips.

**Step 3:** **Move your Direct Deposit(s) to Sicily Island State Bank.** Use the **Direct Deposit Request** to make this process even easier!

**Step 4:** **Transfer any Automatic Payments and Debits to Sicily Island State Bank.** Use the **Automatic Payment Request** to assist you in quickly making the switch.

**Step 5:** **Transfer all accounts enrolled for Online Bill Pay.** Use the **Online Bill Payer Form** to record information on current payee's from your previous bank's bill pay system.

**Step 6:** **Close your previous checking account.** Use the **Account Closing Request** to close your previous checking account.

*It really is that simple...*

## Customer Information Sheet

### Primary Account Holder

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

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax/Other: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ DL Expiration Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Position/Title: \_\_\_\_\_

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

### Joint Account Holder (If Applicable)

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

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax/Other: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ DL Expiration Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Position/Title: \_\_\_\_\_

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

## Accounts and Services

Please check the Accounts and/or Services that you currently use or are interested in so we may better assist you.

\_\_\_\_\_ Regular Checking Account

\_\_\_\_\_ ATM Card

\_\_\_\_\_ Interest Bearing Checking Account

\_\_\_\_\_ Debit Card

\_\_\_\_\_ Savings Account

\_\_\_\_\_ Internet Banking

\_\_\_\_\_ Individual Retirement Account

\_\_\_\_\_ Online Bill Pay

\_\_\_\_\_ Certificate of Deposit

\_\_\_\_\_ Consumer Loan\*

\_\_\_\_\_ Safe Deposit Box

\_\_\_\_\_ Mortgage Loan\*

\_\_\_\_\_ Home Equity Loan\*

Other:

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*\*Pending Approval*

# Direct Deposit Request Instructions

## **Direct Deposits**

After you've identified the Direct Deposits from your previous bank statements, use the Direct Deposit Request to notify the depositor of your new bank information.

## **Before sending the Direct Deposit Request**

1. Use the enclosed form to establish your direct deposit at Sicily Island State Bank by providing it to your employer/source of income.
2. Check with your employer or other source of income to make sure no other forms are required. For Social Security direct deposit, call the Social Security Administration at 1-800-772-1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).

## **After sending the Direct Deposit Request**

1. Confirm with your employer/source of income that the forms were received.
2. Monitor your account through the Sicily Island State Bank website at [www.sibank.net](http://www.sibank.net) or with a Customer Service Representative by calling 318-389-5781.
3. Maintain the account at your previous bank until you have confirmed that your Direct Deposit(s) have been switched to your Sicily Island State Bank account.

## **Examples of Direct Deposit**

Paycheck from Employer  
Social Security  
VA Compensation  
Retirement/Pension Plan  
Interest Income  
Dividends  
Military Pay

# Direct Deposit Request



Sicily Island State Bank

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

\_\_\_\_\_  
Address

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

RE: Switching My Direct Deposit to a New Account

ATTN:

*I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new Sicily Island State 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

\_\_\_\_\_  
Social Security Number or Employee Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone: Day Evening (Circle One)

\_\_\_\_\_  
Old Bank Name

\_\_\_\_\_  
Routing Number

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

\_\_\_\_\_  
Amount Deposited (Enter Deposit Amount or Total Deposit)

Sicily Island State Bank

111103281

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

\_\_\_\_\_  
Routing Number

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

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

\_\_\_\_\_  
Amount Deposited (Enter Deposit Amount or Total Deposit)

## Automatic Payment Request Instructions

### Automatic Payments

After you've identified the Automatic Payments from your previous bank statements, use the Automatic Payment Request to notify the merchant of your new bank information.

Don't forget you can also manage your payments with Sicily Island State Bank's Internet Banking and Online Bill Pay. It's *FREE* with Sicily Island State Bank Checking!!!

### Before Sending the Automatic Payment Request

1. Use the enclosed form to request that your automatic payment be established at Sicily Island State Bank.
2. Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your Sicily Island State Bank account.

# Automatic Payment Request



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

\_\_\_\_\_  
Address

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

RE: Changing My Automatic Payment

ATTN: Accounts Receivable/Accounting

*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 Sicily Island State 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: Day Evening (circle one)

\_\_\_\_\_  
Address City/State Zip

\_\_\_\_\_  
Amount debited (Enter payment amount or "amount due")

\_\_\_\_\_  
Old Bank Name Routing Number Account Number

\_\_\_\_\_  
Account Number Payment or Reason

Sicily Island State Bank 111103281

\_\_\_\_\_  
New Bank Name Routing Number Account Number

## Online Bill Payer Instructions

### Accounts enrolled in Bill Payer

Once you've identified the accounts you have enrolled in Online Bill Payer with your previous bank, use the Online Bill Payer Form to list them along with the mailing address, phone number, and account(s) numbers.

### **Before adding accounts to Online Bill Pay**

1. Go to [www.sibank.net](http://www.sibank.net) and enroll for online banking as well as online bill pay. For assistance enrolling call (318) 389-5781.
2. Visit your previous bank's website and use the Online Bill Payer Form to record all accounts you have set up along with the mailing address, phone numbers, and account number(s).
3. Add any additional accounts to the Online Bill Payer Form that you would like to set up for the first time. Make sure to have all the necessary information on this account.

### **After adding accounts to Online Bill Pay**

1. Once all accounts have been enrolled on your online bill payer, review all account information for accuracy.
2. Make yourself familiar with the Sicily Island State Bank's Online Bill Pay System and how it works before scheduling payments. For assistance, please feel free to call us at (318) 389-5781.

# Online Bill Payer Form



*Sicily Island State Bank*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Account Closing Request Instructions

### Before Sending the Account Closing Request

1. Check with your previous bank to make sure no additional forms or information are required.
2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have Certificate of Deposit (CD's), it is important to check the maturity dates.

### After you've sent the Account Closing Request

1. Be sure that all automatic transactions have been switched to your Sicily Island State Bank account before closing your old account.
2. Check account statements to verify that all accounts have a zero balance and have been closed.

# Account Closing Request



Sicily Island State Bank

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

\_\_\_\_\_  
Address

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

RE: Close My Accounts

ATTN: Account Maintenance

*Please accept this letter as my official notification to close my accounts with your bank. Listed below are the account(s) that I am requesting to close. Please send a check for the remaining balance(s) to my address.*

*If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.*

*Sincerely,*

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

\_\_\_\_\_  
Date

## Account Information

\_\_\_\_\_  
Account # 1

\_\_\_\_\_  
Account # 2

\_\_\_\_\_  
Account # 3

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone: Day Evening (Circle One)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

# Notes