



## SWITCH KIT INSTRUCTIONS

At Jonah Bank of Wyoming we know that switching your checking account from one institution to another can be a time-consuming process. But, with our Switch Kit, we can help you make the transition quickly and easily. Just follow the process below to get the process started:

1. Fill out the **New Account Information Sheet** listed below. Open any one of our checking, savings or certificate accounts.
2. Switch your direct deposits using our **Direct Deposit Change Request** to send to any direct deposit vendors that you may have including payroll from your employer or other government deposits, CD interest payments, etc. Just print off as many forms as you need. If you are changing Social Security we have found it is easiest to switch by simply calling **800-772-1213**.
3. Switch your automatic payments by sending our **Automatic Payment Transfer Request** to any companies that you are currently paying through automatic payment/ withdrawal. By attaching a voided check from your new Jonah Bank checking account with this request they will have all the correct information to set up a new transfer. This could include Gas, Electric, Water, Phone, Cable, Loans, Insurance, etc. Print off as many forms as you need.
4. Close your old account by sending our **Account Closure Request Form** to the financial institution where you may be closing out any accounts.

If you are closing accounts at other financial institutions it is a good idea to balance those accounts and make sure that all outstanding items have cleared. This could include checks, debit card transactions and any upcoming withdrawals or deposits.

Please bring your forms into the bank and one of our representatives will help you complete them and even send them to the appropriate place. We would like to make banking with Jonah Bank of Wyoming as convenient and hassle free as possible. For more information on any of Jonah Bank of Wyoming's products or services please contact us at (307)237-4555 in Casper and (307)635-9234 in Cheyenne.



## NEW ACCOUNT INFORMATION

### PRIMARY APPLICANT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_

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

Mailing Address (if different) \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer Name \_\_\_\_\_

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

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

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

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

### JOINT/SECONDARY APPLICANT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_

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

Mailing Address (if different) \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer Name \_\_\_\_\_

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

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

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

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



## DIRECT DEPOSIT CHANGE REQUEST

**TO:**

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Street Address of Company)

\_\_\_\_\_  
(City) (State) (Zip)

**FROM:**

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip) (Phone Number)

This letter shall serve as a request to have my direct deposit transferred to my account with Jonah Bank of Wyoming. Please redirect my automated deposit to my new account at Jonah Bank of Wyoming as follows:

**Jonah Bank of Wyoming**

777 West First Street

Casper, WY 82601

(307)237-4555

Transit/ABA# 102307119

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

**Deposit instructions:**

- Deposit entire amount in checking account number: \_\_\_\_\_.
- Deposit \$\_\_\_\_\_ to savings account number \_\_\_\_\_  
and the remainder in checking account number \_\_\_\_\_.

**Approval and Authorization:**

\_\_\_\_\_  
**Customer's Signature**

\_\_\_\_\_  
**Date**



## AUTOMATIC PAYMENT TRANSFER REQUEST

**TO:**

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Street Address of Company)

\_\_\_\_\_  
(City) (State) (Zip) (Account Number)

**FROM:**

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip) (Phone Number)

**DEAR SIR OR MADAM:**

I have recently changed financial institutions and will need to have my automatic payment switched from my old account at \_\_\_\_\_ (name of old bank) to my new account with Jonah Bank of Wyoming.

**Jonah Bank of Wyoming**  
777 West First Street  
Casper, WY 82601  
(307)237-4555  
Transit/ABA# 102307119  
Account # \_\_\_\_\_

Please consider this request, indicated by my original signature, as a formal order to initiate future payments to my new account with Jonah Bank of Wyoming. I have enclosed a voided check for your records. Thank you for your prompt attention to this request.

**Customer Approval and Authorization:**

If you have any questions about this request, please contact me at \_\_\_\_\_.

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date



## ACCOUNT CLOSURE REQUEST FORM

TO: \_\_\_\_\_  
(Current Bank/Credit Union's Name)

FROM: \_\_\_\_\_  
(Account Holder's Name)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please close the following account(s) with your institution**

Acct # \_\_\_\_\_ Checking Savings Money Market Other \_\_\_\_\_

Acct # \_\_\_\_\_ Checking Savings Money Market Other \_\_\_\_\_

Acct # \_\_\_\_\_ Checking Savings Money Market Other \_\_\_\_\_

**Transfer Information**

- Please transfer \$\_\_\_\_\_.
- Please transfer the entire amount and close the account.
- Please make this transfer immediately.
- Please make this transfer on \_\_\_\_/\_\_\_\_/\_\_\_\_\_.
- Other: \_\_\_\_\_

**Please Transfer My Funds To:**

**Jonah Bank of Wyoming**  
777 West First Street  
Casper, WY 82601  
(307) 237-4555

I hereby direct you to complete the requested transfer from my existing account to my new account at Jonah Bank of Wyoming. Please make the check payable to **Jonah Bank of Wyoming** and note on the check that it is for deposit to account #\_\_\_\_\_.

**Customer Approval and Authorization:**

If you have any questions about this request, please contact me at \_\_\_\_\_.

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date



## DIRECT DEPOSIT AUTHORIZATION

**TO:**

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Street Address of Company)

\_\_\_\_\_  
(City) (State) (Zip)

**FROM:**

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip)

**Jonah Bank of Wyoming**  
777 West First Street  
Casper, WY 82601  
Transit/ABA# 102307119

**Deposit instructions:**

- Deposit entire amount in checking account number: \_\_\_\_\_.
- Deposit \$\_\_\_\_\_ to savings account number \_\_\_\_\_  
and the remainder in checking account number \_\_\_\_\_.

**Approval and Authorization:**

If you have any questions about this request, please contact me at \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**