



# Simple Switch Kit

## Switching to Eureka Savings Bank has never been simpler!

Interested in switching your accounts to Eureka Savings Bank but not sure how to get started? We've developed this simple switch kit to help make the transition as simple as possible.

- Step 1: Open a Eureka Savings Bank checking account.** Come see a Universal Banker at one of our five convenient locations and determine which account(s) best fit your needs.
- Step 2: Sign up for Eureka Savings Bank online and mobile banking.** Track your direct deposits, checks, debit card transactions, and automatic payments with ease!
- Step 3: Stop using your former checking account.** Be sure to allow time for all outstanding debit card transactions and checks to clear. For your security, destroy any unused checks, deposit slips, and Debit/ATM card.
- Step 4: Move your direct deposit(s) to your new Eureka Savings Bank accounts.** Make this step simple by using the *Direct Deposit Request form*.
- Step 5: Transfer any automatic payments/debits to your new Eureka Savings Bank checking account.** Remember any recurring payments you make by ACH, debit card, automatic transfer, and online Bill Pay.
- Step 6: Close your former checking account.** When you are sure that all outstanding items have cleared and your direct deposits and automatic payments have made the switch to your Eureka Savings Bank account, it's time to close your former account! Take or mail the completed *Account Closing Request Form* to your former bank or call them to make arrangements to close the account and forward any remaining funds to you.

### Contact Us:

<b>LaSalle Office</b> 250 Marquette St. LaSalle, IL 61301 815.223.0700	<b>Mendota Office</b> 1300 13 <sup>th</sup> Ave. Mendota, IL 61342 815.539.5656	<b>Peru Office</b> 2959 Peoria St. Peru, IL 61354 815.223.9400	<b>Oglesby Office</b> 101 N. Columbia Ave. Oglesby, IL 61348 815.883.3354	<b>Wenona Office</b> 105 W. 1 <sup>st</sup> South St. Wenona, IL 61377 815.853.4333
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## Frequently Asked Questions

**How can I find my Eureka Savings Bank routing number?** Our routing number is **271972310**. This can be found on the home page of our website (EurekaSavings.com) under the Online Banking Login box.

**How long will it take to receive my new debit card?** Debit cards can be instant issued at account opening for all checking accounts. For savings accounts, debit cards will be mailed and are typically received in 7-10 business days. *Note: Mailed cards will arrive in a plain white envelope. There will be no Eureka Savings Bank markings on the envelope.*

**When will my new checks arrive?** Checks ordered through Eureka Savings Bank typically take 10-14 business days to arrive. They will be mailed to you directly unless otherwise requested. In the meantime, we will provide you with three starter checks, and can supply counter checks if needed once an order has been placed.

**When will my automatic payments or direct deposits switch over?** It may take 2-3 billing cycles for these to switch over depending on each company and their policy. You will want to keep money in your old account to cover any automatic payments until you can confirm the switch has occurred. You will also want to ensure you keep the old account open until you can confirm that any direct deposits have been transferred to the new account.

**What if my request to change is not accepted?** When using our *Automatic Payment Request Form* or our *Direct Deposit Request Form* companies are instructed to contact you if the request form is insufficient. We also recommend that you use the Switch Checklists provided to keep track of when the transactions have successfully switched to Eureka Savings Bank.

## Helpful Phone Numbers & Websites

Social Security Administration	800.772.1213 <a href="http://www.ssa.gov/deposit/howtosign.htm">www.ssa.gov/deposit/howtosign.htm</a>	Ameren IL	800.755.5000 <a href="http://www.ameren.com">www.ameren.com</a>
Frontier	800.921.8101 <a href="http://Frontier.com">Frontier.com</a>	City of Peru	815.223.0061 <a href="http://Peru.il.us">Peru.il.us</a>
Conxxus	217.379.2026 <a href="http://Conxxus.com">Conxxus.com</a>	City of LaSalle	815.223.3755 <a href="http://Lasalle-il.gov">Lasalle-il.gov</a>
AT&T	815.224.5500 or 800.331.0500 <a href="http://Att.com">Att.com</a>	City of Oglesby	815.883.3389 <a href="http://Oglesby.il.us">Oglesby.il.us</a>
Direct TV	888.288.2020 <a href="http://Directv.com">Directv.com</a>	City of Mendota	815.539.7459 <a href="http://Mendota.il.us">Mendota.il.us</a>
Dish Network	800.333.3474 <a href="http://Dish.com">Dish.com</a>	City of Wenona	815.853.4227 <a href="http://Cityofwenona.org">Cityofwenona.org</a>
Xfinity/Comcast	800.266.2278 <a href="http://Xfinity.com">Xfinity.com</a>		

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[EurekaSavings.com](http://EurekaSavings.com)



**CUSTOMER INFORMATION FORM**

**Primary Account Holder Information**

Full Legal Name:		
SSN:	DOB:	Mother's Maiden Name:
Physical Address:		
City:	State:	Zip:
Mailing Address: <small>if different from above</small>		
Home Phone:	Mobile Phone:	Work Phone:
Drivers License/ID #:	Issue Date:	Exp. Date:
Employer:	Position/Title:	
E-mail Address:		

**Secondary Account Holder Information**

Full Legal Name:		
SSN:	DOB:	Mother's Maiden Name:
Physical Address:		
City:	State:	Zip:
Mailing Address: <small>if different from above</small>		
Home Phone:	Mobile Phone:	Work Phone:
Drivers License/ID #:	Issue Date:	Exp. Date:
Employer:	Position/Title:	
E-mail Address:		

**Accounts and Services**

Please check the Accounts and Services you are currently using and/or may wish to use.

<input type="checkbox"/> Personal Checking Account	<input type="checkbox"/> Business Checking Account	<input type="checkbox"/> Online Bill Pay
<input type="checkbox"/> Interest Bearing Personal Checking	<input type="checkbox"/> Interest Bearing Business Checking	<input type="checkbox"/> Safe Deposit Box
<input type="checkbox"/> Personal Savings Account	<input type="checkbox"/> Business Savings Account	<input type="checkbox"/> E-Statements
<input type="checkbox"/> Christmas Club Account	<input type="checkbox"/> Business Certificate of Deposit	<input type="checkbox"/> Internal/External Transfers
<input type="checkbox"/> Individual Retirement Account	<input type="checkbox"/> Debit/ATM Card	<input type="checkbox"/> Mobile Check Deposit
<input type="checkbox"/> Health Savings Account	<input type="checkbox"/> Online Banking	<input type="checkbox"/> Personal Finance Tool
<input type="checkbox"/> Personal Certificate of Deposit	<input type="checkbox"/> Mobile Banking	<input type="checkbox"/> Other: _____



## Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment	Switch Confirmed
Employee Payroll					
Pension/Retirement					
Social Security					
Supplement Security					
VA Compensation					
Interest Income					
Investment Income					
Dividends					
Other:					

## Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment	Switch Confirmed
<b>Mortgage/Rent</b>					
<b>Auto Loans</b>					
<b>Insurance</b>					
<b>Electric</b>					
<b>Telephone</b>					
<b>Cable/TV</b>					
<b>Cell Phone</b>					
<b>Gas/Oil</b>					
<b>Water</b>					
<b>Internet Provider</b>					
<b>Credit Cards</b>					
<b>Daycare</b>					
<b>Tuition/School</b>					
<b>Trash Removal</b>					
<b>Other:</b>					

**\*See FAQ page for helpful numbers and websites\***



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## Direct Deposit Transfer Request

Company Name:

Address:

City, State, Zip

### To Whom It May Concern:

I have recently changed financial institutions and would like to update my Direct Deposit information. Please discontinue my current direct deposit and begin making direct deposits into my new Eureka Savings Bank account.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic deposits may require advanced notice of changes and that depending on the timing of the request, my next deposit may not be sent to my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

Direct Deposit Information		
Name:		SSN or Employee No.
Address:	City:	State & Zip:
Home Phone:		Mobile Phone:
Former Bank Name:		Routing Number:
Former Account Number:		Amount of Deposit:
NEW Bank Name: <b>Eureka Savings Bank</b>		NEW Routing Number: <b>271972310</b>
NEW Account Number:		Amount of Deposit:

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# Simple Switch Kit

## Automatic Payment Request Form

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

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

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

**To Whom It May Concern:**

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from my new Eureka Savings Bank account.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advanced notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

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

\_\_\_\_\_  
Date

Automatic Payment Information		
Name:		Payee Name:
Address:	City:	State & Zip:
Home Phone:		Mobile Phone:
Former Bank Name:		Routing Number:
Former Account Number:		Amount of Debit:
NEW Bank Name: <b>Eureka Savings Bank</b>		NEW Routing Number: <b>271972310</b>
NEW Account Number:		Amount of Deposit:

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## Online Bill Pay Form

**Instructions:**

1. Be sure that you have successfully enrolled in Eureka Savings Bank Online Bill Pay. Go to [www.eurekasavings.com](http://www.eurekasavings.com) and use the log-in information provided at account opening to log-in and familiarize yourself with our bill pay system. If you need assistance, please feel free to call us at any of our branches, we will be happy to assist you.
2. Visit your former bank’s website and use the Online Bill Pay form below to record all accounts that you have enrolled in Online Bill Pay with your former bank. List the company name, mailing address, phone number, and account number(s).
3. Add any additional accounts to the Online Bill Pay Form that you would like to setup for the first time. Be sure that you have all the necessary information: company name, mailing address, phone number, and account number.
4. **After** you have entered all the accounts from the Online Bill Pay Form into the Eureka Savings Bank Online Bill Pay system, review all account information for accuracy.

**Online Bill Pay Accounts**

Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		



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## Account Closing Request Form

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

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

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

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

### Primary Account Holder:

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

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

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

### Secondary Account Holder:

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

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

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

### To Whom It May Concern:

Please close the following account(s) with your bank:

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

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

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

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

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

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

Sincerely,

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

Secondary Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

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