



**TRI-COUNTY
BANK**
MEMBER FDIC

We Make Switching Easy!

Don't let the thought of switching banks keep you from getting the outstanding products and exceptional service you deserve. This simple switch kit puts you on your way to hassle free banking.

Visit any **TRI-COUNTY BANK**
location and open an account TODAY!

We have SIX Great Checking Accounts to choose from.

In SIX Easy Steps you can start to experience what
our customers have experienced...
Outstanding Products and Exceptional Service!

For help, please call 307-778-0021 or 307-638-0027,
visit your local Tri-County Bank, or go to...

www.tricobank.com

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Step 1. Getting Prepared

Identify automatic deposits and deductions that you'll be switching to Tri-County Bank. If you have not already opened a Tri-County Bank account, please visit one of our Tri-County Bank locations and we can help you get started.

1. Your new **Tri-County Bank** account information for quick reference:

Tri-County Bank Account Number: _____

Tri-County Bank ABA Routing Number: **107006952**

Tri-County Bank Address: P.O. Box 3260, Cheyenne, WY 82003-3260

421 Vandehei Ave., Cheyenne, WY 82003

3310 N. College Dr., Cheyenne, WY 82001

2. I am interested in signing up for Online *Net*BANKING:

3. I am interested in signing up for eStatements:

4. Use the **most recent bank statement from your former account** and list companies which have automatic deposits or deductions through your account:

Automatic Deposits

Date	Company Name	Account Number	Deposit Amount*

Automatic Deductions

Date	Company Name	Account Number	Deduction Amount*

5. Record your **former account number** and **ABA routing number** for quick reference.

Former Bank Name: _____

Account # _____ **ABA Routing #** _____

➔ Automatic Deposits

These are recurring payments automatically deposited into your account on a regular basis. Examples are payroll, social security, alimony, dividend or disability payments.

➔ Automatic Deductions

These are recurring payments automatically withdrawn from your account on a regular basis. Examples are mortgage payments, gym membership fees, and insurance premiums.

➔ Contact each company

The address of where you should send the notice of change. Some companies have the information available on their website or billing statements. Make sure no other forms are required.

➔ ABA Routing Number

This is the first group of nine (9) numbers found at the bottom of a check.

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Step 2. Check & Balance

Balance your old account to determine the balance needed to cover outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

1. Former bank name: _____
 Account Number: _____
 Enter the current balance from your most recent statement: \$ _____
 List deposits that do not appear on the statement:
 Date: ___ / ___ / ___ \$ _____
 Date: ___ / ___ / ___ \$ _____
 Date: ___ / ___ / ___ \$ _____
 Add your current balance and recent deposits together: ① \$

2. List all outstanding checks, withdrawals and any automatic deductions that do not appear on your statement:

Description: _____ Date: ___ / ___ / ___ \$ _____
 Description: _____ Date: ___ / ___ / ___ \$ _____
 Description: _____ Date: ___ / ___ / ___ \$ _____
 Description: _____ Date: ___ / ___ / ___ \$ _____
 Description: _____ Date: ___ / ___ / ___ \$ _____
 Description: _____ Date: ___ / ___ / ___ \$ _____
 Add these outstanding items: ② \$

THIS IS THE AMOUNT YOU SHOULD LEAVE IN YOUR FORMER ACCOUNT.

3. Subtract Amount 2 from Amount 1. Amount from ① \$ _____
 Amount from ② - \$ _____
 \$

THIS IS THE AMOUNT YOU CAN DEPOSIT INTO YOUR NEW TRI-COUNTY BANK ACCOUNT.

- ➔ **Get up-to-date**
Use all receipts and your check register to identify items not on your statement.
- ➔ **Remember, don't close your former account immediately**
It may take up to two statement cycles for all outstanding items to clear.
- ➔ **For Multiple Accounts**
If you have more than one account, please print additional forms as needed.

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Step 3. Automatic Deposits

Instruct companies to redirect recurring automatic deposits such as payroll, Social Security, dividends, annuities, or other periodic distributions, into your **Tri-County Bank** account.

Follow these easy steps:

1. Complete, sign and date this form.
2. Attach a voided check from your new **Tri-County Bank** account.
3. Submit this form to each company/organization that is currently authorized to make automatic deposits to your account.

Company Name: _____

Company Address: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deposit be switched to my new account at **Tri-County Bank**. My information is as follows:

Name on Account: _____

Identifying Number with your company: _____

Address: _____

Phone Number: _____

Please switch my automatic deposits to this account: Checking Savings

Tri-County Bank Account Number: _____

Tri-County Bank ABA Routing Number: 107006952

Effective: Immediately

On ____ / ____ / ____

Address: P.O. Box 3260, Scottsbluff, NE 69363-2308

421 Vandehei Ave., Cheyenne, WY 82003

3310 N. College Dr., Cheyenne, WY 82001

I authorize your company to initiate credit entries to my account at **Tri-County Bank**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed above.

Signature: _____

Date: _____

➔ **Track Your Request**

To confirm that your automatic deposit is being deposited into your **Tri-County Bank** account, check your **Tri-County Bank** statement, sign up and log onto your online account at www.tricobank.com or call 307-778-0021 or 307-638-0027.

➔ **Follow Up**

Automatic deposits should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your **Tri-County Bank** account. If you don't see the deposit by this time, please contact the company.

➔ **Reminder**

Note that some companies or organizations, like the Social Security Administration, may require a special form. Contact the company or income source to make sure no other forms are required.

➔ **For Multiple Deposits**

If you have more than one automatic deposit, please print additional forms as needed.

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Step 4. Automatic Deductions

Inform companies to have payments automatically deducted from your new **Tri-County Bank** account. (i.e. mortgage payments, insurance premiums, gym memberships, etc.)

Follow these easy steps:

1. Complete, sign and date this form.
2. Attach a voided check from your new **Tri-County Bank** account.
3. Submit this form to each company/organization that is currently authorized to make automatic deductions to your account.

Company Name: _____

Company Address: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deduction be switched to my new account at **Tri-County Bank**. My information is as follows:

Name on Account: _____

Identifying Number with your company: _____

Address: _____

Phone Number: _____

Please switch my automatic deductions to this account: Checking Savings

Tri-County Bank Account Number: _____

Tri-County Bank ABA Routing Number: 107006952

Effective: Immediately **Address:** P.O. Box 3260, Cheyenne, WY 82003-3260

On ____/____/____ 421 Vandehei Ave., Cheyenne, WY 82003
 3310 N. College Dr., Cheyenne, WY 82001

I authorize your company to initiate debit entries to my account at **Tri-County Bank**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed above.

Signature: _____ Date: _____

➔ **Track Your Request**
To confirm that your automatic deduction is being withdrawn from your **Tri-County Bank** account, check your **Tri-County Bank** statement, sign up and log onto your online account at www.tricobank.com or call 307-778-0021 or 307-638-0027.

➔ **Follow Up**
Automatic deductions should take effect within two deposit periods. Keep your former account open until all automatic deductions have been switched to your new **Tri-County Bank** account. If you don't see the withdrawal by this time, please contact the company.

➔ **Reminder**
Note that some companies or organizations may require a special form. Contact the company or income source to make sure no other forms are required.

➔ **For Multiple Deductions**
If you have more than one automatic deduction, please print additional forms as needed.

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Step 5. Keep Track

This form will help you verify the transactions you are moving to your new Tri-County Bank account. As you request to transfer each automatic deposit or automatic deduction, use this form to determine when to follow up.

Automatic Deposits

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / ___ Estimated Completion Date: ___ / ___ / ___

Letter Mailed Called (who you spoke to): _____

Completed Notes: _____

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / ___ Estimated Completion Date: ___ / ___ / ___

Letter Mailed Called (who you spoke to): _____

Completed Notes: _____

Automatic Deductions

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / ___ Estimated Completion Date: ___ / ___ / ___

Letter Mailed Called (who you spoke to): _____

Completed Notes: _____

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / ___ Estimated Completion Date: ___ / ___ / ___

Letter Mailed Called (who you spoke to): _____

Completed Notes: _____

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / ___ Estimated Completion Date: ___ / ___ / ___

Letter Mailed Called (who you spoke to): _____

Completed Notes: _____

➔ Estimated Completion Date

When should you expect the switch to take effect? Generally, Automatic Deposits take effect within three deposit periods and Automatic Deductions normally go into effect within two withdrawal periods. If you don't see the switch by then, contact the company.

➔ For Multiple Accounts

If you have more automatic deposits/deductions than will fit on this form, please print additional forms as needed.

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Step 6. Account Closing

Notify your former bank that you are closing your account.*

Follow these easy steps:

1. Complete, sign and date this form.
2. Send this form to your former bank after all your existing activity has cleared and switched to Tri-County Bank.

Former Bank Name: _____

Former Bank Address: _____

To Whom It May Concern:

Please close my bank account(s) as described below: **Effective:**

- Immediately
 On ____ / ____ / ____

Account #1

Name(s) On Account: _____

Account Number: _____ Checking Money Market Savings

Please send the balance of this account by: Official Check* Wire Transfer*

Account #2

Name(s) On Account: _____

Account Number: _____ Checking Money Market Savings

Please send the balance of this account by: Official Check* Wire Transfer*

Mailing Instructions for Official Check

Name: _____

Address: _____

Wire Transfer Instructions (please see ABA information at the side of this form)

Beneficiary's Name: _____

Beneficiary's Address: _____

If you have questions, please contact: _____ Phone #: _____

Signature: _____ Date: _____

Signature: _____ Date: _____
(if needed)

*Fee(s) may apply.

➔ **Timing is Everything**

After all outstanding checks, automatic deductions and automatic deposits have cleared, you're ready to close your former account.

➔ **For Multiple Accounts**

If you have more than two (2) accounts, please print additional forms as needed.

➔ **Wire Transfer* Instructions**

Receiving Bank:
Tri-County Bank
ABA # 107006952
Account # _____

➔ **Reminder**

Your former bank may require additional forms or a written request to close your account. Contact your former bank to make sure no other items are required.

➔ ***Fee(s) may apply.**

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