

Switch Your Checking Account to Golden Belt Bank the Easy Way

Welcome to Golden Belt Bank We Appreciate Your Business

It has never been easier to begin enjoying the exceptional personal service you can only find at Golden Belt Bank. We've put together this kit to make your transition to Golden Belt Bank easy. In the following pages, you will find:

1. A handy **CHECKLIST** to help you keep track of items as you make the transition
2. An **ACCOUNT APPLICATION** that you can send in ahead of your first visit to save time
 - After review of your application, we will prepare a formal signature card and account disclosures and schedule a time for you to visit to confirm your identity.
3. **FORMS** and **LETTERS** to help you:
 - Redirect all automatic payments and withdrawals to your new Golden Belt Bank account
 - Close your old accounts without requiring a visit to your former bank.

ACCOUNT CONVERSION CHECKLIST

Use this handy checklist to track completion of each step in the account conversion process.

OPEN YOUR NEW GOLDEN BELT BANK CHECKING ACCOUNT

Use the enclosed application to get the process started. Once your new account is open, make a note of your new routing & transit number for use when filling out the following forms.

STOP USING YOUR OLD ACCOUNT

Monitor your old account to make sure all checks have cleared.

CHANGE YOUR DIRECT DEPOSITS

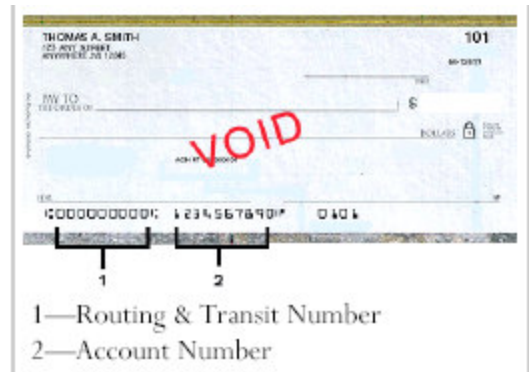
Use the enclosed form to notify your employer and/or anyone else who makes direct deposits to your account of your change to Golden Belt Bank.

CHANGE YOUR AUTOMATIC PAYMENTS

Fill out a copy of the enclosed form and send to any vendor who automatically takes payments from your checking account (for example: utility payments).

CLOSE YOUR OLD ACCOUNT

Complete the enclosed account closing form and send it to your former bank once you are confident all checks have cleared and all direct deposits and automatic payments have been redirected. If you have any funds remaining in your former account, your old bank will send you a check.



QUESTIONS, PLEASE CONTACT GOLDEN BELT BANK AT 785-625-7345 OR 785-726-3157.

NEW PERSONAL ACCOUNT APPLICATION

Use this application to start the process of opening your new Golden Belt Bank personal deposit account. After review of your application, we will prepare a formal signature card and account disclosures. Then schedule a time with you to confirm your identity and obtain the necessary signatures to authorize the use of your account.

NOTE: ALL ACCOUNT HOLDERS WILL NEED TO COME TO THE BANK FOR PROPER IDENTIFICATION AND SIGNATURES AT THE TIME ACCOUNT IS OPEN.

NEW ACCOUNT WORKSHEET

Primary Customer Information

First Name M.I. Last Name

Street Address (Please note: PO Box holders must furnish physical address as well as mailing address)

City St Zip

Social Security No. Birth Date

(_____) _____ (_____) _____ (_____) _____
Home Phone Work Phone Cell Phone

Mother's Maiden Name Employer

Driver's License Number Issuing St Exp. Date

Secondary Customer Information

First Name M.I. Last Name

Street Address (Please note: PO Box holders must furnish physical address as well as mailing address)

City St Zip

Social Security No. Birth Date

(_____) _____ (_____) _____ (_____) _____
Home Phone Work Phone Cell Phone

Mother's Maiden Name Employer

Driver's License Number Issuing St Exp. Date

For Office Use Only: Opening Amount: \$ _____
 Cash Check JE A/C # _____
Source of Funds: _____
Loan Officer: _____ Account Type: _____
Opened by: _____



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901 Washington • Ellis, KS 67637 • 785-726-3157
1101 E. 27th • Hays, KS 67601 • 785-625-7345

Account Closing Request Form

Dear Sir or Madam:

Please close my account(s) indicated below effective ____ / ____ / ____.

A. Name(s) on Account: _____

Type of Account: _____

Account Number: _____

Balance: \$ _____

B. Name(s) on Account: _____

Type of Account: _____

Account Number: _____

Balance: \$ _____

C. Name(s) on Account: _____

Type of Account: _____

Account Number: _____

Balance: \$ _____

Please handle the disbursement of funds as follows:

No disbursement of funds is necessary.

The account balance is zero.

I have deposited a check for the balance at my new institution.

Amount Deposited: \$ _____

Disbursement of funds is necessary.

Prepare a cashier's check for the balance of my account.

Please mail the check to my/our address: _____

Sincerely,

Signature: _____ Date: _____

Social Security Number: _____ - _____ - _____

Signature: _____ Date: _____

Social Security Number: _____ - _____ - _____

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Automatic Payment Switch Instructions

Complete this authorization form and mail to any company which automatic payments are made from your existing account such as monthly utility or loan payments. **Make additional copies as needed. Use one form for each company.**

Notice of Change of Automated Payment

To: _____ From: _____
Company Name Your Name

Company Mailing Address Your Mailing Address

City, State, Zip City, State, Zip

I have recently changed banks and would like to have my automatic payment changed from my old account to my new account with Golden Belt Bank.

Description of payment (utility, insurance, etc.): _____
My account number with your business: _____

Please redirect my Automated Payment to my new Golden Belt Bank account:

Immediately Beginning ____ / ____ / ____

My new account number is: Routing Number: 301170668
Account Number: _____

Attach a VOIDED check from your Golden Belt Bank checking account here.

I authorize you to redirect my automated payment as noted above to my Golden Belt Bank checking account.

Sincerely,

Signature: _____ Date: _____ Telephone: _____



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Change Instructions For Direct Deposit

Complete this authorization form and mail to any company which currently makes direct deposits to your existing account. To ensure accuracy, attach a voided check and include the account number the company uses for your account. **Make additional copies as needed. Use one form for each company.**

Notice of Change of Direct Deposit

I have recently changed banks and will need to have my direct deposit changed from my old account to my new account with Golden Belt Bank.

To: _____ From: _____
Company Name Your Name

Company Mailing Address Your Mailing Address

City, State, Zip City, State, Zip

Description of deposit (social security, payroll, etc.): _____

Currently my direct deposit is going to:
Financial Institution _____
Account Number _____

Please redirect my Direct Deposit to my new Golden Belt Bank account:
 Immediately Beginning ____ / ____ / ____

My new account number is: Routing Number: 301170668
Account Number: _____
(Enter all ten digits, including any leading zeros)

Attach a VOIDED check from your Golden Belt Bank checking account here.

I authorize you to redirect my direct deposit as noted above to my Golden Belt Bank checking account.

Sincerely,
Signature: _____ Date: _____ Telephone: _____

