

# ***HOME TRUST*** ***&*** ***SAVINGS BANK***

## **Easy Switch Kit** **Banking Made Simple**

*Thank you* for choosing Home Trust & Savings Bank for your banking needs. The following pages are designed to help make the transition as simple as possible.

### **Simple Steps:**

1. **Open your new Home Trust Account:** Stop by Home Trust Bank to open your accounts. Make note of your new account number and the bank routing number, they will be needed later.
2. **Stop using your old Account:** Let your checks clear, this can take up to 10 days. Destroy any unused checks, ATM cards, Debit cards, and Deposit slips.
3. **Change your Direct Deposits:** The form you need for this is in this kit. Simply fill out the form and give it to your employer, the Social Security Administration or your retirement plan. Include a new deposit slip or a new voided check.
4. **Change your Automatic Payments:** The form you need for this is in this kit. If you need more than three of these forms let us know we can provide more. Remember any automatic payments that may have been linked to your old debit card.
5. **Close your old Accounts:** A form has been provided for you to do this. When done simply drop it off at your old bank. The rest is done for you.

*\*\* Call us or stop in for any additional contact information, phone numbers or assistance with any of these steps.*

[www.hometrustedbank.com](http://www.hometrustedbank.com)  
628 Main Street  
Osage, Iowa 50461

Phone: 641-732-3763  
Fax: 641-732-5121

# Opening a New Account

**Thank you again for choosing Home Trust & Savings Bank for your banking needs.** In order to make opening your new account as quick and simple as possible. Here is a list of what you will need to have with you when you come in to visit with us.

1. **Personal Identification.** This includes any from the following list: Valid Government issued Photo ID, Valid Passport, Iowa ID card, Valid Work ID with picture and signature, Alien Registration Card, Valid Student ID.
2. **Address Verification.** Needed if your address is different than what is listed on your ID. This includes any from the following list: Apartment Lease, Utility Bill, Current Pay stub with Home address, Current Credit Card Statement with Home address.
3. **You will need to know the following information for all owners on the new account:** (*see new account application*)
  - a. Name
  - b. Street Address
  - c. City, State, Zip
  - d. Social Security Number
  - e. Drivers License Number, issue date, and expiration date
  - f. Date of Birth
  - g. Home Phone
  - h. Cell Phone/Work Phone
  - i. Employer
  - j. Employer Phone
  - k. E-Mail Address (optional)

# *HOME TRUST* & *SAVINGS BANK*

**New Account**  
# \_\_\_\_\_

**Owner Name:** \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Emp. Phone: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Name of Nearest Relative (Not living with you): \_\_\_\_\_  
Previous Financial Institution: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Emp. Phone: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Name of Nearest Relative (Not living with you): \_\_\_\_\_  
Previous Financial Institution: \_\_\_\_\_

**Customer Profile: Non-Business**

Opening Deposit Amount: \_\_\_\_\_ (Cash) (Pers. Check) (Cashier's Check)  
Average Deposit Amount: \_\_\_\_\_ (Daily) (Weekly) (Bi-Weekly) (Bi-Monthly) (Monthly)  
Direct Deposits: (YES) (NO)  
Wire Transfers: (YES) (NO)  
Loan Customer: (YES) (NO)  
Online Banking/Bill Pay: (YES) (NO)

**Signer Name:** \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Signer Name:** \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
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Social Security Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**\*\* Please bring your photo ID, and proof of address when you open your account.**

# ***HOME TRUST*** ***SAVINGS & BANK***



www.hometrustedbank.com  
628 Main Street, PO Box 150, Osage, Iowa 50461  
(641)732-3763



# Change for Direct Deposit

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

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

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

\_\_\_\_\_

**To Whom it May Concern:**

You are currently depositing my entire paycheck, or part of my paycheck or a type of payment into the following account:

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

Old Routing Number: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

Please Start making these automatic deposits into my new Home Trust & Savings Bank account.

Home Trust Routing Number: 073903493

Home Trust Account Number: \_\_\_\_\_

Circle One: Checking / Savings

If you have any questions, please let me know. Thank you for your time and assistance.

Sincerely,

Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

# Change for Automatic Withdraw

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

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

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

**To whom it May Concern:**

I have recently changed banks and have signed up with Home Trust & Savings Bank. You are currently withdrawing \$\_\_\_\_\_ from the following account:

Old Bank: \_\_\_\_\_

Old Routing Number: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

For (*Payment Reason*): \_\_\_\_\_

On (*Date*) \_\_\_\_\_. Please stop making withdrawals from this account on:  
(*Date*)\_\_\_\_\_, and start making them from my new Home Trust account.

Home Trust Routing Number: 073903493

Home Trust Account Number: \_\_\_\_\_

Circle One: Checking / Savings

If you have any questions, please let me know. Thank you for your time and assistance.

Sincerely,

Signature: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

# Close Account Request

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

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

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

\_\_\_\_\_

**To whom it May Concern:**

Please close the following (Checking / Savings) account #: \_\_\_\_\_ and send a check for the remaining balance to the address below.

If you have any questions, please let me know. Thank you for your time and assistance.

Sincerely,

Signature: \_\_\_\_\_

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

Co-Signer Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_