

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 the 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 former 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 the kit. Simply fill out the form and give it to your employer, the Social Security Administration or your retirement plan. Include a deposit slip or a voided check from your Home Trust & Savings Bank account.
4. **Change your Automatic Payments:** The form you need for this is in the 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 previous debit card.
5. **Close your previous Accounts:** A form has been provided for you to do this. When done simply drop it off at your previous 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.*

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Phone: 641-732-3763
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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:**
 - 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)

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:

Bank Name: _____

Routing Number: _____

Account Number: _____

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

Home Trust & Savings Bank 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:

Bank: _____

Routing Number: _____

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 & Savings Bank account.

Home Trust & Savings Bank routing number: 073903493

Home Trust & Savings Bank 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-Owner Signature: _____

Printed Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____