

# Welcome!

## We're So Happy You're **HERE.**

We're so happy you chose Forte Bank. Our Switch Kit will help you get your new account up and running in no time! Utilize these forms to organize your new account information, transfer existing direct deposits and automatic payments, and close your old account.



### 1. **Open your new Forte Bank account.**

After you open your Forte Bank account, you'll want to keep track of your new account number, as well as organize the direct deposits and automatic payments you'll need to switch.

### 2. **Change your direct deposit.**

Utilize the direct deposit form to notify your employer and any other source that automatically deposits funds into your account that you have switched bank accounts.

### 3. **Update any automatic withdrawals.**

Some organizations require written authorization to change automatic withdrawals. Use this form to notify them.

### 4. **Close your old account.**

You can close your old account once your direct deposit and automatic payments are processing through your new Forte Bank account, and you've verified that all outstanding checks and debits have been paid.



#### **KEEP IN TOUCH**

If you need help switching over to your new account, please call us! We are happy to talk you through the process and answer any questions you have.

**Hartford**  
262-673-5800

**Richfield**  
262-628-5500

**Slinger**  
262-644-7606

**West Bend**  
262-450-4200



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## WRITE IT DOWN

Use this tool to keep track of your new and old account numbers as well as all of the automatic payments you need to switch to Forte Bank.

NEW Forte Bank Account Number: \_\_\_\_\_

Routing Number: 075902463

Branch addresses:

**Hartford**

116 W. Sumner St.  
Hartford, WI 53027

**Richfield**

1297 State Hwy 175  
Hubertus, WI 53033

**Slinger**

439 E. Washington St.  
Slinger, WI 53086

**West Bend**

555 Wildwood Rd.  
West Bend, WI 53090

### Direct Deposits and Automatic Payments

To help you keep track of what transactions you need to switch, review the last several months of account statements from your old bank. Don't forget utility payments, loan payments, memberships and insurance payments.

Direct Deposits or Payroll		
Company Name	Deposit Amount	Frequency

Automatic Payments			
Company Name	Account Number	Payment Amount	Frequency

### Keep Tabs on Your Old Account

Verify that all of your automatic payments are processing through your new Forte Bank account and that all outstanding checks and debits have been paid before closing your old account. For reference, jot down your old account information here:

Financial Institution: \_\_\_\_\_

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

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



## NEW DIRECT DEPOSIT

Complete this form and provide it to any company requiring written authorization to automatically deposit funds into your account. Some employers or agencies may require that you use their standard company form.

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

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

City, State, ZIP: \_\_\_\_\_

### Please update my direct deposit account information to the following:

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

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

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### New direct deposit information:

NEW Forte Bank Account Number: \_\_\_\_\_

Routing Number: 075902463

Account Type:       Checking                       Savings

#### Hartford

116 W. Sumner St.  
Hartford, WI 53027

#### Richfield

1297 State Hwy 175  
Hubertus, WI 53033

#### Slinger

439 E. Washington St.  
Slinger, WI 53086

#### West Bend

555 Wildwood Rd.  
West Bend, WI 53090

### Authorization:

I authorize you to switch my direct deposit to my new Forte Bank account.

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

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

Please attach a **VOIDED CHECK**  
from your new Forte Bank account  
when submitting this form.



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## AUTOMATIC PAYMENTS

Complete this form and provide it to any company requiring written authorization to automatically withdraw funds from your account.

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

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

City, State, ZIP: \_\_\_\_\_

### To Whom It May Concern:

I authorize you to switch my automatic payments to my new Forte Bank account.

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

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

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Account Number with your Company: \_\_\_\_\_

You currently are withdrawing:                      Total Amount Due                      A Set Payment Amount                      \_\_\_\_\_

### Please switch my automatic payment to this account:


New Forte Bank Account Number: \_\_\_\_\_

Routing Number: 075902463

Account Type:      Checking                      Savings

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

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



Please attach a **VOIDED CHECK** from your new Forte Bank account when submitting this form.



## CLOSE ACCOUNT AUTHORIZATION

Complete this form and provide it to your former financial institution giving them written authorization to close the accounts below.

Financial Institution: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

### To Whom It May Concern:

This letter serves as authorization to close my bank account(s) listed below with your institution. Please issue a cashier's check in my name for any remaining balance and accrued interest (if applicable).

Name on Account: \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_

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

Account Type:           Checking                           Savings

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

Account Type:           Checking                           Savings

### Please send all closing balances to:

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

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

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Authorization:

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

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

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

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