

The Switch Is Easy

You've decided you want to move your banking business to Farmers & Merchants Bank.... but there's so much to change over! Use the forms found here to make the chore simple and painless. Make as many extra copies as you need.

1 Open Up your new account at any of our branches. You'll now be ready to move all your accounts and transactions. Get started online!

2 Close Down your old accounts. Be sure to leave them active long enough to allow outstanding checks and automatic withdrawals to clear, and leave enough money in place to cover these transactions. This process may take several weeks. Once you're sure the old accounts are inactive, you can ask your previous financial institution to send you the balance from that account. Then you can destroy your old checks, ATM/debit cards and deposit slips.

3 Switch Over your automatic transactions. Use the enclosed forms to contact the companies and financial institutions which handle your automatic deposits and withdrawals. We'll be happy to help you with any of these forms. Use this checklist to keep track of people you may need to contact:

Direct Deposits:

Your employer's human resources department
The company handling your retirement or pension payments
Social Security Administration

Anyone who makes automatic withdrawals from your account:

Mortgage company
Insurance companies - homeowners, auto, life
Other

continued...

Anyone who makes automatic charges to your old debit or credit cards:

Utility companies
Telephone company
Cable company
Other

4 You're Done!

Welcome to the Farmers & Merchants Bank "family". We hope you will take advantage of all the great products and services we offer. Don't hesitate to let us know if we can help in any way .

Your Account & Bank Routing Number

To find the account numbers for your old account, look at the bottom of your checks for a series of numbers:



Bank routing numbers are the first nine digits of the series, beginning with a number between 01 and 12 or 21 and 32.

Your account number is the next series of numbers



Farmers & Merchants Bank

Find your nearby branch location:

http://www.farmersandmerchants.biz/loc_locations.htm

Open your new account online:

[link to acct opening form]

CLOSE ACCOUNT

Date: _____

To (Bank Name): _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

Please close my account _____ (account number), and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the DAY / EVENING (circle one) at

(_____) _____ (phone number)

Thank you.

Sincerely,

Signature _____ Co-Signer Signature _____

Name _____ Co-Signer Name _____

Address _____

City, state, zip _____

CHANGE AUTOMATIC WITHDRAWAL

Date: _____

To (Company Name): _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

Your are currently withdrawing \$ _____ (amount) for my _____ (what payment is for), _____ (account or other identifying number), _____ (when) from the following account:

Old Bank: _____

Bank Routing Number: _____

Account Number: _____

Please stop making withdrawals from that account and instead make them from:

Farmers & Merchants Bank

Bank Routing Number: 0514 04419

Account Number: _____

If you have any questions about this request, please contact me during the DAY / EVENING (circle one) at

(_____) _____ (phone number)

Thank you.

Sincerely,

Signature _____

Name _____

Address _____

City, state, zip _____

CHANGE PAYROLL / DIRECT DEPOSIT

Date: _____

To (Employer/Depositor) Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

You are currently depositing **MY ENTIRE PAYCHECK / PART OF MY PAYCHECK** (circle one) to the following account:

Old Bank: _____

Bank Routing Number: _____

Account Number: _____

Please stop making deposits to that account and instead make them to:

Farmers & Merchants Bank

Bank Routing Number: 0514 04419

Account Number: _____

If you have any questions about this request, please contact me during the **DAY / EVENING** (circle one) at

(_____) _____ (phone number)

Thank you.

Sincerely,

Signature _____

Name _____

Address _____

City, state, zip _____

(Employee ID #, SSN, etc): _____