



*Completely invested in your hometown*

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## SWITCH KIT CHECKLIST

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We know that moving your checking account can take some effort, but we are here to make it as easy as possible.

The following checklist will help you make the move efficiently.

**Step 1:** Open and fund your new Lafayette Community Bank checking account. Request a Debit Card and enroll in Online Banking and Bill Pay. You will want to begin using this account for all of your transactions.

**Step 2:** Stop using your old checking account, but do not close it at this time. Make sure that you keep enough funds in your old account to cover any outstanding checks or automatic payments.

**Step 3:** Take an inventory of all existing automatic transactions that are being processed through your old account. Reviewing several months' of statements may help you identify the automatic transactions that you have. Determine the source of these debits.

- Sign up for direct deposit. You will need to contact the companies that are making the deposits into your account. Some companies may require that you use their form or you may use this [Direct Deposit](#) form to provide them with your new bank account information.
- You will need to contact the companies that are directly debiting your account. Some companies may require that you use their form or you may use this [Automatic Payment](#) form to provide them with your new bank account information. They may also ask you to provide a copy of a voided check from your new account.
- Payments that you are currently making through your old bank's Bill Payment will need to be recreated in your Lafayette Community Bank Bill Pay account. You may find it helpful to be logged into your old online banking account and your new Lafayette Community Bank Online Banking account at the same time. You can then use the information on payees and scheduled payments in your old online banking to create your new payees and payments.
- Don't forget about automatic transactions that may be linked to a debit card or may be saved in a merchant's website.
- Here is a list of possible contacts:
  - Mortgage Company
  - Electric Company
  - Gas Company
  - Water Company
  - Loans
  - Telephone/Cell phone provider
  - Cable/Internet Provider
  - Insurance
  - Credit Cards
  - Investments
  - Health Club
  - Charities

**Step 4:** Close your old account once you are sure that all outstanding checks have cleared and all automatic deposits and payments have been changed to your new account. Ask your former bank to give you a check for the remaining balance. They will probably require that this request be in writing. Don't forget to shred your old checks and destroy