

# Switch Kit



Congratulations on deciding to make Mutual of Omaha Bank *your* bank! Making the switch is quick and easy. Just use this simple Switch Kit to transfer your bank accounts to Mutual of Omaha Bank. Fill out the forms enclosed in this Kit and let us do all the work.

Before long, you'll be experiencing all the advantages of being a Mutual of Omaha Bank customer.

**Welcome to Mutual of Omaha Bank**

## Easy and Smooth Transition

You've made a great decision in switching to **Mutual of Omaha Bank**. Now, just follow these simple steps and we'll make sure you experience an easy and smooth transition to our bank. If you have any questions or need assistance, call us at 866.351.5646, stop by one of our convenient branches or visit us online at [mutualofomahabank.com](http://mutualofomahabank.com). We'll be more than happy to assist you.

### Step One – Organize Your Account Information

Gather all the important information about your existing account – direct deposits, automatic payments, account numbers, etc. Your past two bank statements should have much of the information you will need. A page for listing this information is included in this packet. Your **Mutual of Omaha Bank** account number will be given to you at account opening.

### Step Two – Transfer Your Direct Deposits

Fill out the form enclosed in this kit to instruct other companies or organizations to transfer direct deposits such as your paycheck, Social Security, dividends, annuities or other deposits into your **Mutual of Omaha Bank** account.

### Step Three – Transfer Your Automatic Withdrawals

Fill out the form enclosed in this kit to instruct other companies or organizations to have withdrawals such as your mortgage payments, insurance premiums, gym memberships or other payments automatically deducted from your new **Mutual of Omaha Bank** account.

### Step Four – Close Your Old Bank Account

Notify your former bank that you are closing your account. Use the convenient form enclosed in this kit. Before closing your account, review your statements for your old account to be sure that all checks have cleared and all automatic payments have been switched to your **Mutual of Omaha Bank** account.

### Step Five – Keep Good Records

Remember to keep a copy of all documents, letters and forms for your personal records.

We'll take it from there. All you have to do is relax and congratulate yourself on making the switch to **Mutual of Omaha Bank**!

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## What is It?

**Direct Deposits** are recurring payments automatically deposited into your account.

**Automatic Withdrawals** are recurring payments automatically withdrawn from your account.

**ABA Routing Number** is the first group of nine (9) numbers found at the bottom of a check.

## Get Organized

Use this page to note the direct deposits and automatic withdrawals that you'll be switching to **Mutual of Omaha Bank**.

### Your New Mutual of Omaha Bank Account Information:

Mutual of Omaha Bank Account Number: \_\_\_\_\_

Mutual of Omaha Bank ABA Routing Number: \_\_\_\_\_

Mutual of Omaha Bank Address: \_\_\_\_\_

### For reference, your previous bank information:

Name of Previous Bank: \_\_\_\_\_

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

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

### Direct Deposits that will switch to your **Mutual of Omaha Bank** account

Date of Deposit	Company Making the Deposit to Your Account	Bank Name Where Funds are Deposited	Account Number Where Funds are Deposited	Deposit Amount
				\$
				\$
				\$
				\$
				\$

### Automatic Withdrawals that will switch to your **Mutual of Omaha Bank** account

Date of Withdrawal	Company Making the Withdrawal	Bank Name Where Funds are Withdrawn	Account Number Where Funds are Withdrawn	Withdrawal Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

### **Direct Deposits** (On Next Page)

Use this form to instruct other companies or organizations to send direct deposits such as your paycheck, Social Security, dividends, annuities or other periodic deposits into your new **Mutual of Omaha Bank** account.

#### **Follow these easy steps:**

- Make additional copies of this form as needed
- Complete, sign and date this form – be sure to keep a copy for your files
- Attach a voided check from your new Mutual of Omaha Bank account
- Submit this form to each company or organization that is currently authorized to make automatic deposits to your account

**Follow Up:** To confirm that your direct deposit is being deposited into your new **Mutual of Omaha Bank** account, check your **Mutual of Omaha Bank** statement. Sign up and log onto your online account at [mutualofomahabank.com](http://mutualofomahabank.com) or call 866.351.5646. The new deposits should take effect within three deposit periods.

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### **Automatic Withdrawals** (On Page 7)

Use this form to instruct other companies or organizations to have payments automatically withdrawn from your new **Mutual of Omaha Bank** account. Examples of such payments include mortgage payments, insurance premiums, car payments, etc.

#### **Follow these easy steps:**

- Make additional copies of this form as needed
- Complete, sign and date this form – be sure to keep a copy for your files
- Attach a voided check from your new **Mutual of Omaha Bank** account
- Submit this form to each company or organization that is currently authorized to make automatic withdrawals from your account

**Follow Up:** To confirm that your automatic withdrawal is being deducted from your new **Mutual of Omaha Bank** account, check your **Mutual of Omaha Bank** statement. Sign up and log onto your online account at [mutualofomahabank.com](http://mutualofomahabank.com) or call 866.351.5646. The new withdrawals should take effect within two withdrawal periods.

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### **Closing Your Old Account** (On Page 9)

Use this form to notify your previous bank that you are closing your account.

#### **Follow these easy steps:**

- Make additional copies of this form as needed
- Complete, sign and date this form – be sure to keep a copy for your files
- Send this form to your previous bank after all of your existing account activity is cleared and switched to **Mutual of Omaha Bank**

# Request to Change Direct Deposit

**Name of Company Making Deposit:** \_\_\_\_\_

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

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

I have recently changed banks and request that my direct deposit be switched to my new account at  
**Mutual of Omaha Bank.**

My information is as follows:

Name on Account at Company Making Deposit: \_\_\_\_\_

ID#/Account# at Company Making Deposit: \_\_\_\_\_

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

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

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

**Please switch my direct deposit to this account:**

\_\_\_\_\_ Checking          \_\_\_\_\_ Savings

**Mutual of Omaha Bank** Account Number: \_\_\_\_\_

**Mutual of Omaha Bank** ABA Routing Number: \_\_\_\_\_

**Mutual of Omaha Bank** Address: \_\_\_\_\_

**Effective:**

\_\_\_\_\_ Immediately

\_\_\_\_\_ On \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Request to Change Automatic Withdrawal

**Name of Organization Making Withdrawal:** \_\_\_\_\_

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

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

I have recently changed banks and request that my automatic withdrawal be switched to my new account at **Mutual of Omaha Bank**.

My information is as follows:

Name on Account at Organization Making Withdrawal: \_\_\_\_\_

ID#/Account# at Organization Making Withdrawal: \_\_\_\_\_

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

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

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

**Please switch my automatic withdrawal to this account:**

\_\_\_\_\_ Checking          \_\_\_\_\_ Savings

**Mutual of Omaha Bank** Account Number: \_\_\_\_\_

**Mutual of Omaha Bank** ABA Routing Number: \_\_\_\_\_

**Mutual of Omaha Bank** Address: \_\_\_\_\_

**Effective:**

\_\_\_\_\_ Immediately

\_\_\_\_\_ On \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Request to Close Account

**Previous Bank Name:** \_\_\_\_\_

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

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

Please close my bank account(s) as described below:

**Effective:**

\_\_\_\_\_ Immediately      \_\_\_\_\_ On \_\_\_\_/\_\_\_\_/\_\_\_\_

**Account #1 to be Closed:**

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

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check  Wire Transfer

**Account #2 to be Closed:**

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

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check  Wire Transfer

**Mailing Instructions for Official Check**

Send to: \_\_\_\_\_ Mutual of Omaha Bank

Attn. Account Number: \_\_\_\_\_

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

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

**Wire Transfer Instructions**

Send to Name: \_\_\_\_\_ Mutual of Omaha Bank

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

New ABA Routing Number: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_






[mutualofomahabank.com](https://mutualofomahabank.com)

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MEMBER FDIC

 Equal Housing Lender