



201 South Jefferson Street • PO Box 207 • Sigourney, Iowa 52591
Phone 641-622-2525 • Fax 641-622-2893 • Toll Free 877-611-2525

MAKE THE SMART SWITCH TO COUNTY BANK
Easy ♦ Convenient ♦ Hassle-free

We look forward to welcoming you as a County Bank Customer. Our mission is to be your trusted partner for all your banking needs.

The thought of changing banks can be confusing but County Bank is here to help you make the switch easily, conveniently and hassle-free.

Below is a checklist of the 4 easy steps you'll need to follow. There are links to help you complete many of the steps and all the forms you'll need are ready for you to fill in and mail. (The forms are in Adobe Acrobat so if you don't have a current version you can download Adobe Acrobat Reader for free by clicking on the "Get Adobe Reader" link.)

Here's what you need to do:

STEP #1 OPEN AN ACCOUNT

Open an account with County Bank! Stop by one of our [convenient locations](#) and meet with a [Personal Banker](#) or call us at **877-611-2525** to schedule an appointment.

COUNTY BANK LOCATIONS
(Toll Free 877-611-2525)

Sigourney		Williamsburg	
201 S Jefferson Street		500 N Highland Street	
641-622-2525		319-668-2888	
Deep River	Gibson	Hartwick	Montezuma*
301 Main Street	106 S Marshall	207 Main Street	103 E Main, Unit B
641-595-2133	641-634-2460	319-525-2351	641-623-5358

* Montezuma is a "Limited Branch Office" and may not offer a full-range of personal banking services. Please call 641-623-5358 or 877-611-2525 to schedule an appointment at the Montezuma Office.

County Bank has a selection of checking and savings accounts that will fit your banking needs. County Bank offers free Online Banking and free Online Bill Pay to help make your banking easier. Our newest offering, Mobile Banking with M Deposit, lets you bank from your smartphone or tablet, anytime, anywhere. Your Personal Banker can also help you sign up for our convenient eStatements.

Here are convenient forms that will be helpful to bring when you meet with your Personal Banker:

[Customer Information Sheet](#)

[Electronic Account Statement & Check Image Delivery Enrollment Agreement](#) (eStatement sign-up)

STEP #2 IDENTIFY ACH AND DIRECT DEPOSIT NEEDS

You'll need to identify all of your automated debit authorizations (utilities, Internet provider, insurance, loan payments, etc.) and Direct Deposit vendors (payroll, social security, retirement, dividends, etc.) and give them written notification that County Bank is your new financial institution. Try this simple form as a reminder:

Identify your Automatic Debits, Payments and Transfers.

Vendor Name/Address	Amount	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List Direct Depositors

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STEP #3 NOTIFY YOUR ACH VENDORS AND DIRECT DEPOSITORS TO MAKE THE SWITCH TO COUNTY BANK

You must provide written notice to change automatic payments and deposits. It may take a payment/deposit cycle to complete this change. Be sure to leave enough funds in your old account to cover any outstanding payments.

County Bank offers free Online Bill Pay. When you make the switch you can select payment dates, schedule recurring payments, make one-time payments and do all your bill paying conveniently.

You can also use this opportunity to add new vendors to your Automatic Payments and Direct Deposit list.

You'll need these forms:

- [Authorization for Automatic Payments](#) (for new or changing Automatic Payments)
- [Authorization to Change Direct Deposit Instructions](#) (to change existing Direct Deposits)
- [Authorization for Direct Deposit](#) (to authorize a new Direct Deposit)

STEP #4 CLOSE YOUR PREVIOUS ACCOUNT(S)

After you've allowed sufficient time for outstanding checks, pending ACH payments and any other electronic transactions to clear and to make sure all of your automatic debits and deposits have moved successfully, check your old and new account statements carefully. When you're sure everything is in order, close your previous account(s). You'll want to make sure your previous financial institution knows where to send the check for any funds remaining in your account(s). Be sure to destroy your ATM and/or Debit card, unused checks and deposit slips

For Certificates of Deposit you may want to monitor renewal dates to avoid penalties for early withdrawal.

Here's a convenient form for your use:

- [Request to Close Account\(s\)](#)