

WELCOME TO AMERICAN BANK



SIMPLE SWITCH -

Five simple steps to move to your new financial home!



920.885.2700 | www.americanbankbd.com

Member
FDIC

WELCOME TO AMERICAN BANK

Thank you for trusting American Bank to be your partner, we look forward to serving all of your financial needs. This handy Switch Kit is to help you make the transition to your new account as easy as possible. Inside you will find easy-to-follow instructions and fillable forms to move your Direct Deposits and Automatic Payments to your new account with American Bank.

Follow these simple steps to begin your partnership with American Bank:

1 Open your new account with American Bank

Visit any one of our full service locations and speak with a Personal Banker to understand what type of account best fits your unique needs.

2 Get organized

The transition will go as smoothly as possible if you are able to organize all of your transactions that will be switched to your new account in one place. That's just what this document is designed to help you do!

3 Move your Direct Deposit(s) to your new account

Notify your employer, Social Security or any other source depositing funds into your old account that you will be moving your funds to your new account with American Bank.

4 Move your Automatic Payments

Transfer all Automatic Payments such as mortgage/rent, utility payments, insurance, gym membership, etc. from your old account to your new account with American Bank.

5 Close the account at your last financial institution

Once all of your Direct Deposits are going into your new account with American Bank, and all Automatic Payments are being deducted, you can close your old account. Also, be sure to verify that any outstanding checks have cleared prior to closing the account.

Need assistance with the forms or at any step?

At anytime, if you need assistance in filling out these forms, please do not hesitate to contact a Personal Banker at any of our full service locations. Feel free to stop by, give us a call or utilize the online chat feature* within our online banking site; we're here to serve all of your financial needs!

**Available during normal business hours and requires that you are enrolled in Online Banking at American Bank.*

Tip: Computer Security

For your protection, we recommend filling out these forms only on a non-public, trusted computer because any information you put on the form could be saved within the browser's storage cache. This could potentially make your personal information accessible to anyone who uses that computer after you do. Also, be careful if utilizing your own device on public, unsecured wi-fi - it's best to access financial information on your own data or private network.

DIRECT DEPOSIT REQUEST INSTRUCTIONS

Direct Deposits

Use your previous bank statements and the helpful checklist below to identify the Direct Deposits you need to switch to your new account at American Bank.

Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee payroll				
Pension/Retirement				
Social Security				
Supplement Security				
VA Compensation				
Interest income				
Investment income				
Dividends				
Other:				

Use the [Direct Deposit Request Form](#) (located on the next page) to notify depositors of your new account information at American Bank. **BEFORE** you send out the form be sure to check with your employer or other source of income to make sure no other forms are required.

Helpful phone numbers and websites

Social Security Administration	800.772.1213	www.ssa.gov/deposit/howtosign.htm
Office of Personnel Management	888.767.6738	www.opm.gov
Department of Veteran Affairs	877.838.2778 OR 800.827.1000	www.va.gov
Wisconsin Department of Veteran Affairs	414-902-5757	http://dva.state.wi.us/Pages/benefitsClaims/WDVAClaimsAssistance.aspx
Wisconsin State SSI Benefits	800.362.3002	www.dhs.wisconsin.gov/ssi/
Dodge County Wisconsin	920.386.3600	www.co.dodge.wi.gov

After you have sent the [Direct Deposit Request Form](#):

1. Confirm with your employer, or other source of income, that forms were received and processed.
2. Maintain your former accounts (where the deposits were going) until the switch is **complete**.
3. Monitor your new account at American Bank through online or mobile banking (if you choose to set that up), or call a Customer Service Representative at 920.885.2700 to verify receipt of your Direct Deposit(s).

DIRECT DEPOSIT REQUEST FORM

Complete this form to provide written authorization to your employer or any company who is automatically depositing funds into your current bank account (payroll, pension, dividends, etc.) that you would like to switch your deposit to a new account. Some employers may provide you with their own standard form.

Company

Company Name:		
Address:		
City:	State:	Zip:

RE: Switching My Direct Deposit to a New Account

I have recently changed financial institutions and would like to update my Direct Deposit information. Please discontinue my current Direct Deposit and begin making Direct Deposits into my new account at American Bank.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic deposits may require advance notice of changes, and that depending on the timing of this request, my next deposit may not be sent to my new bank account.

Thank you for your prompt assistance in this matter.

Signature:	Date:
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DIRECT DEPOSIT INFORMATION

Name:	Social Security Number:		
Address:		Phone:	
City:	State:	Zip:	
Former Financial Institution:		Routing Number:	
Former Account Number:		Amount of Deposit:	
NEW Financial Institution: American Bank		Routing Number: 075901516	
NEW Account Number:		Amount of Deposit:	

Note: Attach a VOIDED check from your new account at American Bank when submitting this form.

AUTOMATIC PAYMENT REQUEST INSTRUCTIONS

Automatic Payments

Use your previous bank statements and the helpful checklist below to identify the Automatic Payments and Debits you need to switch to your new account at American Bank. Additionally, you will want statements or information for loan, insurance, health club, utility payments, etc. you have set up with automatic payments with your old financial institution.

Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell phone				
Gas/Oil				
Water				
Internet provider				
Credit cards				
Daycare				
Tuition/School				
Trash removal				
Other:				

Use the [Automatic Payment Request Form](#) (located on the next page) to notify companies that automatically withdraw funds from your account of your new account information at American Bank. **BEFORE** you send out the form be sure to check with these companies to make sure no other forms are required. You may be able to make changes to account information online.

After you have sent the [Automatic Payment Request Forms](#):

1. Confirm with companies that forms were received and processed.
2. Maintain your former accounts until the switch is **complete**.
3. Monitor your new account at American Bank through online or mobile banking (if you choose to set that up), or call a Customer Service Representative at 920.885.2700 to verify debits have been posted.

AUTOMATIC PAYMENT REQUEST FORM

Complete this form to provide written authorization to any company who is automatically withdrawing funds from your current bank account (loan payments, insurance premiums, health club memberships, utilities, etc.) to begin using your new account at American Bank.

Company

Company Name:		
Address:		
City:	State:	Zip:

RE: Switching My Automatic Payments to a New Account

Attn: Accounts Receivable/Accounting

I have recently changed financial institutions and would like to update my Automatic Payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from my new account at American Bank.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advance notice of changes, and that depending on the timing of this request, my next Automatic Payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Signature:	Date:
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AUTOMATIC PAYMENT INFORMATION

Name:		
Account Number with Your Company:		
Address:		Phone:
City:	State:	Zip:
Former Financial Institution:		Routing Number:
Former Account Number:		Amount of Debit:
NEW Financial Institution: American Bank		Routing Number: 075901516
NEW Account Number:		Amount of Debit:

Note: Attach a VOIDED check from your new account at American Bank when submitting this form.

ONLINE BILL PAY FORM

Instructions:

1. Be sure that you have successfully enrolled in American Bank's Online Banking, and then enroll in Online Bill Pay.* To get enrolled in Online Banking: Go to www.americanbankbd.com and click on 'Log in to Internet Banking' in the upper right corner. Use the information provided at account opening to log-in to your account. From there you can click the Bill Payment tab and familiarize yourself with American Bank's Bill Pay service.
Please note that you **MUST first sign-up for Online Banking in order to access Online Bill Pay services.*
2. Visit your former financial institution's website and use the simple [Online Bill Pay Form](#) (found below) to record all accounts that you have enrolled in Online Bill Pay with your former financial institution. List the company, mailing address, phone number and account number(s).
3. Add any additional accounts to the [Online Bill Pay Form](#) that you would like to setup for the first time. Be sure you have all necessary information: company name, mailing address, phone number and account number.
4. **AFTER** you have entered all the accounts from the [Online Bill Pay Form](#) (found below) into American Bank's Online Bill Pay service, review all account information for accuracy.

***There is no fee for Online Bill Pay at American Bank if you pay at least one bill per month; for any month that you do not pay at least one bill, a service fee of \$5.95 will be assessed.*

****Most Bill Pay features are also available through our mobile banking app*

Online Bill Pay Accounts

Company Name:	Phone:	Account number:
Mailing Address:		
Company Name:	Phone:	Account number:
Mailing Address:		
Company Name:	Phone:	Account number:
Mailing Address:		
Company Name:	Phone:	Account number:
Mailing Address:		
Company Name:	Phone:	Account number:
Mailing Address:		
Company Name:	Phone:	Account number:
Mailing Address:		

ACCOUNT CLOSING REQUEST INSTRUCTIONS

BEFORE SENDING THE ACCOUNT CLOSING REQUEST FORM *(on the next page):*

1. Check with your former financial institution to make sure that no additional information or forms are required.
2. If multiple accounts are involved, please complete a separate form for each account.
3. Inquire about any possible penalties with respect to early withdrawal before you close the account. If the account you are closing is a Certificate of Deposit (CD) it is important to check the maturity date. You may want to delay the switch of a CD to avoid penalties.
4. Verify that all checks and Automatic Payments have cleared prior to submitting the Account Closing Request Form.
5. Be sure that all automatic transactions have made the switch to your new account at American Bank prior to submitting the Account Closing Request Form.

AFTER SENDING THE ACCOUNT CLOSING REQUEST FORM *(on the next page):*

1. Check account statements from your former financial institution to verify that accounts have a zero balance and have been closed.
2. Enjoy your new account(s) at American Bank and all the great services that American Bank has to offer!

American Bank Office Information

American Bank - Main Office

115 Front Street, PO Box 438, Beaver Dam, WI 53916

Phone: 920.885.2700 | Fax: 920.885.2709

Lobby hours: Monday - Friday: 8:30 am - 5 pm

Drive up hours: Monday - Friday: 8 am - 5 pm

American Bank - Northside Office

1519 N. Spring Street, Beaver Dam, WI 53916

Phone: 920.885.2710 | Fax: 920.885.2719

Lobby hours: Monday - Thursday: 8:30 am-5 pm, Friday: 8:30 am-6 pm, Saturday: 8:30 am-Noon

Drive up hours: Monday - Thursday: 8 am - 5 pm, Friday: 8 am - 6 pm, Saturday: 8 am - Noon

American Bank - Beaver Dam Wal-Mart Office

120 Frances Lane, Beaver Dam, WI 53916

Phone: 920.356.9300 | Fax: 920.356.9340

Lobby hours: Monday - Friday: 10 am - 7 pm, Saturday: 10 am - 3 pm, Sunday: 10 am - 2 pm

American Bank - Necedah Office

212 S. Main Street, Necedah, WI 54646

Phone: 608.565.2296 | Fax: 608.565.7944

Lobby hours: Monday - Thursday: 8 am - 4 pm, Friday: 8 am - 5 pm, Saturday: 8:30 am - Noon

Drive up hours: Monday - Friday: 8 am - 5 pm, Saturday: 8:30 am - Noon

ACCOUNT CLOSING REQUEST FORM

Complete this form to provide written authorization to your former financial institution to close the noted account below.

Attention

Financial Institution:		
Address:		
City:	State:	Zip:

RE: Account Number _____

Account Type: ☐ Checking ☐ Savings ☐ Other

Primary Name on Account:	Last Four Digits of Social Security Number:
Secondary Name on Account:	Last Four Digits of Social Security Number:

Please Send all Closing Balances to:

Name:		
Address:		Phone:
City:	State:	Zip:
Email address:		

Please accept this letter as authorization to close my account with your institution.

Please send a Cashier's check in my name, the primary account holder, for the amount of my account balance, along with any applicable, accrued interest. If you have any questions regarding this matter, please call me at the phone number listed above.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorization

Primary Account Holder Signature:	Date:
Secondary Account Holder Signature:	Date:

HELPFUL HINTS

When can I stop using my former account?

When you decide to move your account to American Bank, it's best to stop using the account at your former financial institution as soon as possible. Before you can fully close your former account, you'll want to make sure that all checks, debits and Automated Payments through online banking or your debit card have cleared. This could take several days to a few weeks.



How do I change my Social Security Direct Deposit?

We recommend that you call the Social Security Administration Office at 800-772-1213 or visit www.ssa.gov. See page two of this document for other helpful contact information.

What if I missed one of my Automatic Payments?

We recommend that you use the Online Bill Pay Form (found on page 6) to ensure you have a complete picture of what you currently pay automatically from your account. Be sure to monitor your former financial statement to ensure that all automatic payments have successfully transferred to your new account at American Bank before you close your former account.



What is the best way for me to fill out these forms?

It is really up to you. You can get a copy on our website or at any of our full service offices. You have the option to fill it out while at our office, take it home with you to fill-in and return either in person or via mail, or you can scan a copy and email it your secure source. We just caution that if you choose to email these forms, to any source, that you verify it's going to a secure portal. These forms contain personal information and you want to make sure it doesn't fall into the wrong hands.