



One Visit Switch Kit

UB&T[®]

Union Bank & Trust Company

Still Growing Together

www.ub-t.com



Member
FDIC

You've made a great decision to join the UB&T family! As our thanks, let us take care of the paperwork.

Switching banks might sound like a hassle, but our personal bankers work hard to make it easy for you.

Here's how our **One Visit Switch Kit** works:

Visit the UB&T office that's most convenient for you to open your new checking account. Bring along your checkbook and two of your most recent bank statements. This will help us identify any direct deposits or automatic recurring payments you currently have set up. We'll help you fill out the forms necessary to get those switched over to your new UB&T account.

Decide on any additional services you might need. During your visit, we can set you up a new debit/ATM card, savings account, credit card or online banking. Bring your phone along and we can help you download our convenient mobile banking app!

Once we've switched over your direct deposits and automatic payments, it's safe to close your old account. When you visit, we'll get your signature on the Account Closure form and submit it to your old bank for you.

Reminder Checklist: what to bring when you visit:

- Two recent bank statements
- Your current checkbook (for your initial account deposit at UB&T)
- Your phone (if you'd like to use our free mobile banking app)

We look forward to meeting with you and sincerely appreciate your partnership with UB&T!



Sincerely,
Steve Eager

seager@ub-t.com
608-490-2251

P.S.

Every once in a while, a new customer will prefer to do the "switch" paperwork themselves. To do so, visit www.ub-t.com/switch, or stop in for a paper copy of the UB&T **One Visit Switch Kit**.



Welcome to UB&T's One Visit Switch Kit

Thank you for choosing UB&T; we look forward to building a relationship with you. Our **One Visit Switch Kit** will help you transfer any existing direct deposits or automatic payments. Just follow these easy steps!

5 Steps to Switching:

- 1 Open a new checking account at UB&T.**
 This will enable you to write checks, use the ATM and make deposits and withdrawals through the transition. A UB&T personal banker is your resource for this step.
- 2 Stop using your old account.**
 Leave sufficient funds in that account to ensure all outstanding items will clear. Automatic payment deductions may take more than a billing cycle to change.
- 3 Transfer direct deposits.**
 Transfer deposits from your employer, retirement plan, interest payments or other sources of income, such as social security. We have provided a UB&T Direct Deposit Change form in this kit to assist with moving your direct deposits received from various sources. Please keep in mind that the direct deposit sources may have a different required form.
- 4 Switch automatic payments.**
 Switch payments already set up to charge your checking, savings or debit card to your new UB&T account. This is a good time to review your last few monthly bank statements to complete the attached UB&T Transfer of Automatic Payment form. Take into consideration any annual payments that you may have set up as a deduction or as online bill payments.
- 5 Close your old account.**
 Only close your old account after confirming all items have cleared and all direct deposits and automatic payments have been switched. It is best to close your account in writing and instruct the bank to send the remaining balance to you in the form of a check. Simply complete, sign and send the enclosed UB&T Account Closure form to your former bank.

TIPS

- Use the Changing Your Bank Checklist form to track your progress.
- Keep copies of the completed forms.
- Keep all closing statements for your records.
- Don't forget to empty and close your safe deposit box by turning in the key(s).

Changing Your Bank Checklist

When you use our **One Visit Switch Kit**, changing banks is easy. This handy checklist will help you track your progress. Simply check the box next to the items you've completed.

- Open your new UB&T checking and/or savings account and make your initial deposit.
- Sign up for online banking so you can control when you pay your bills through your new UB&T account.
- Make certain enough funds are available in your account at your former bank to cover any automatic payments that have not yet been transferred and also to cover any checks that have not cleared that account.
- Send written notice to your direct deposit vendors (payroll, Social Security, etc.) alerting them to send direct deposits to your new UB&T account. Be sure to use the UB&T Direct Deposit Change form to assist in this process.
- Send written notice to the vendors who directly debit your account for payments (utilities, insurance, etc.) alerting them that you have closed your account. Use the UB&T Transfer of Automatic Payments form to assist in this process.
- Confirm all direct deposits have moved.
- Confirm all direct debits have stopped on your former account.
- Confirm all checks have cleared your former account.
- Send written notice to your former bank to close the account. Use the UB&T Account Closure form.
- Set up your payees in Bill Pay and create a payment schedule that works best for you! Use the Get Organized Checklist to ensure you don't miss a payment.

Remember your new UB&T personal banker will help you as needed with each of these steps!

Get Organized

This worksheet will help you keep track of the automatic payments that you will be switching to UB&T.

Your New UB&T Information

UB&T mailing address: P.O. Box 15
Evansville, WI 53536

Your UB&T Checking Account Number _____

Your UB&T Savings Account Number _____

UB&T Routing Number: 075902816

List all companies with direct deposits and automatic payments

For reference, you will want to have your most recent bank statement from your former bank, you may even want a couple months worth. Also, you will want statements/information for utility payments, loan payments, health club memberships, insurance payment, online banking bill pay items, etc. that you have set up with your former bank.

Deposits	Company Name/Address	Account Number	Phone (optional)	UB&T use only
Payroll				
Pension				
Social Security				
Other				
Other				
Other				

Deposits	Company Name/Address	Account Number	Phone (optional)	UB&T use only
Mortgage				
Car #1				
Car #2				
Insurance				
Insurance				
Telephone				
Cell Phone				
Electricity				
Gas				
Water				
Other				
Other				
Other				
Other				

Former Bank Activity Tracking

You will want to keep track of activity on your former bank account. Before closing the account, you will want to be sure all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared.

Transfer of Automatic Payments

Complete this form to provide written authorization to any company that is automatically withdrawing funds from your former checking account (utilities, loans, health club memberships, insurance payments, etc.).

Attention

Company Name

Address

City, State, Zip

To Whom It May Concern

Please accept this letter as authorization to close my bank account(s) listed below with your institution.

Name

Address

City, State, Zip

Phone Number

Account Number(s) with Your Company

Deduction: \$

I currently pay: \$

Total amount due: \$

My set payment amount: \$

Please Switch My Automatic Payment To This Account:

New UB&T Bank Account Number

Routing Number: 075902816

Account Type:

Checking

Savings

Signature

Date



NOTE

Attach a voided check from your new UB&T checking account when submitting this form.

Direct Deposit Change

Check with your employer/direct depositor to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new bank account. If this form is acceptable, attach a voided check from your new account to this form and provide it to your employer/direct depositor.

To

Company Name

Company Address

City, State, Zip

To Whom It May Concern

I would like to: Establish Direct Deposit Change my existing Direct Deposit Please discontinue my current deposit(s) and begin making direct deposits to my new UB&T account. Below you will find the information needed to make the change.

Last Name

First Name

MI

Address

City, State, Zip

Phone Number

Email

Employee # (if applicable)

Account # (if applicable)

New Account 1

Account Type: Checking Savings

Account Number

Amount (\$ or % of deposit)

Routing Number/ABA: 075902816

Bank Name: Union Bank & Trust Company

New Account 2

Account Type: Checking Savings

Account Number

Amount (\$ or % of deposit)

Routing Number/ABA: 075902816

Bank Name: Union Bank & Trust Company

I hereby authorize _____ (employer/third party) to make deposits to my Union Bank & Trust Company (UB&T) account(s) indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature

Date

Signature

Date



Account Closure

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

Attention

Financial Institution

Address

City, State, Zip

To Whom It May Concern

Please accept this letter as authorization and close my bank account(s) listed below with your institution.

Name on Account

Last 4 Digits of Social Security Number

Name on Account

Last 4 Digits of Social Security Number

Account Number

Account Type Checking Savings

Account Number

Account Type Checking Savings

Please Send All Closing Balances To

Name

Address

City, State, Zip

Phone Number

Authorization

Signature

Date

Signature

Date

Please feel free to make additional copies of any of these forms. While we recommend using online bill pay in place of auto-debits, we have included the Transfer of Automatic Payments form for your convenience. If you have any questions about these forms, please contact a UB&T personal banker.

Belleville

110 Greenway Cross
Belleville, WI 53508
608.424.1997

Brooklyn

210 Commercial St.
Brooklyn, WI 53521
608.455.2311

Evansville

2 East Main St.
Evansville, WI 53536
608.882.5200

**Janesville
Loan Center**

1060 E US Hwy. 14, Suite C
Janesville, WI 53546
608.291.6108

New Glarus

512 State Rd. 69
New Glarus, WI 53574
608.527.5700

Oregon

883 North Main St.
Oregon, WI 53575
608.835.2265

Welcome to the UB&T family!