



# Goppert Financial Bank

Lathrop • Holt • Lawson • Norborne • Pleasant Hill

## SWITCH KIT

Money is known to be a major stressor in life. Managing it shouldn't be. Trust your financial future with Goppert Financial Bank - providing full service banking since 1879. These days we all have busy lives, so here at Goppert Financial Bank we are always looking for ways to make banking with us easy and convenient. The Goppert Financial Bank Switch Kit is just one more way we are working to make your life simple.

Follow the 5 easy steps in this Switch Kit to help make your transition to a new Goppert Financial Bank account quick and easy.

### Switching has never been easier!

**Step 1: Open a Goppert Financial Bank Checking account.** See a Customer Service Representative at one of our convenient locations. They will help determine what account(s) fits you best.

**Step 2: Stop using your previous checking account.** Allow time for outstanding checks to clear. Destroy your ATM and/or Debit cards, any unused checks, and deposit slips.

**Step 3: Move your Direct Deposit(s) to Goppert Financial Bank.** Use the Direct Deposit Request form to make this process even easier!

**Step 4: Transfer any Automatic Payments and Debits to Goppert Financial Bank.** Use the Automatic Payment Request form to assist you in quickly making the switch.

**Step 5: Close your previous checking account.** Use the Account Closing Request form to close your previous checking account.

**Step 6: Verify all accounts have been switched using our Switch Checklist.** Check off each account one-by-one to make sure you have a complete and smooth switch.

## Simply. Better. Banking.

### Lathrop

710 Oak Street  
PO Box 606  
Lathrop 64465  
816-782-7400  
Fax: 816-528-6484

### Holt

140 N. Highway 33  
PO Box 80  
Holt 64048  
816-264-3535  
816-264-3333  
Fax: 816-264-3770

### Lawson

29206 NE 184<sup>th</sup> St.  
Lawson 64062  
PO Box 456  
816-296-4076  
KC: 816-580-4282  
Fax: 816-296-4936

### Norborne

112 S. Pine  
PO Box 222  
Norborne 64668  
660-593-3311  
660-593-3310  
Fax: 660-593-3675

### Pleasant Hill

2100 N. Hwy 7  
PO Box 430  
Pleasant Hill 64080  
816-540-3104  
Fax: 816-540-3105

### Pleasant Hill

101 S. Highway 7  
PO Box 430  
Pleasant Hill 64080  
816-540-5101  
Fax: 816-540-5103

# Direct Deposit Request Instructions

## Direct Deposits

After you've identified the Direct Deposits from your previous bank statements, use the Direct Deposit Request to notify the depositor of your new bank information.

## Before sending the Direct Deposit Request

1. Check with your employer or source of income to make sure no other forms are required. For Social Security direct deposit, call the Social Security Administration at 1-800-772-1213 or visit their website for more information: [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).
2. Use the enclosed form to establish your direct deposit at Goppert Financial Bank by providing it to your employer/source of income.
3. Maintain the account at your previous bank until you have confirmed that your Direct Deposit(s) has been switched to your Goppert Financial Bank account.

## After sending the Direct Deposit Request

1. Confirm with your employer/source of income that forms were received.
2. Monitor your account through the Goppert Financial Bank 24-hour Telephone Banking service.

## Examples of Direct Deposit

Paycheck from Employer  
Social Security  
VA Compensation  
Retirement/Pension Plan  
Interest Income  
Dividends  
Military Pay  
Farm Service Agency payments

# Direct Deposit Request

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## RE: Switching My Direct Deposit To A New Account

### ATTN:

I have recently changed financial institutions and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposits(s) immediately into my new Goppert Financial Bank account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

My Personal Information is as follows:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

My Account Number with your organization: \_\_\_\_\_

Deposit Amount (if applicable): \_\_\_\_\_

Old Bank Name: \_\_\_\_\_ Old Account Number: \_\_\_\_\_

Please change this to my new account with Goppert Financial Bank as soon as possible. Goppert Financial Bank, PO Box 606, Lathrop, MO 64465

Type of Account (Checking or Savings): \_\_\_\_\_

Goppert Financial Bank Account Number: \_\_\_\_\_

Goppert Financial Bank Routing Number: 101204954

If you have any questions, please call me at: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Enclosed: Voided check from my new Goppert Financial Bank account

# **Automatic Payment Request Instructions**

## **Automatic Payments**

After you've identified the Automatic Payments from your previous bank statements, use the Automatic Payment Request form to notify the merchant of your new bank information.

## **Before sending the Automatic Payment Request**

1. Identify any existing automatic payments.
2. Use the enclosed form to request that your automatic payment be established at Goppert Financial Bank.
3. Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your Goppert Financial Bank account.

# Automatic Payment Request

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## RE: Changing My Automatic Payment

### ATTN: Accounts Receivable/Accounting

I have recently changed banks and would like to have my automatic payment with your company changed to my new account.

Please discontinue debiting my old bank account and begin making automatic withdrawals from my new Goppert Financial Bank account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

My Personal Information is as follows:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

My Account Number with your organization: \_\_\_\_\_

Payment Amount (if applicable): \_\_\_\_\_ Type of Payment: \_\_\_\_\_

Old Bank Name: \_\_\_\_\_ Old Account Number: \_\_\_\_\_

Please stop debiting from the above old bank account on \_\_\_\_\_ and start debiting this payment from my new account at Goppert Financial Bank.

### New Bank Information:

Type of Account (Checking or Savings): \_\_\_\_\_

Goppert Financial Bank Account Number: \_\_\_\_\_

Goppert Financial Bank Routing Number: 101204954

If you have any questions, please call me at: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send me a confirmation indicating when this change takes effect at the following address:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# **Account Closing Request Instructions**

## **Before sending the Account Closing Request**

1. Check with your previous bank to make sure no additional forms or information are required.
2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have Certificates of Deposit (CD's), it is important to check the maturity dates.
3. Be sure that all automatic transactions have been switched to your Goppert Financial Bank account before closing your old account.

## **After you've sent the Account Closing Request**

1. Check account statements to verify that all accounts have a zero balance and have been closed.

# Account Closing Request

Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **RE: Close My Accounts**

### **ATTN: Account Maintenance**

This letter is to inform you I am closing my account(s) at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address.

If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

My Personal Information is as follows:

Name: \_\_\_\_\_

Additional Name(s) on the Account: \_\_\_\_\_

Account Number(s): \_\_\_\_\_

Please forward all remaining funds to me at the following address:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If you have any questions, please call me at: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint Account Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Automatic Payment/Deposit Checklist

Payment	Switch to Online Bill Pay	Change Account Being Auto-debited	Update Account with New Debit Card Information
Mortgage/Rent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auto Loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance: Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Home Owner's	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Credit Cards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gas/Oil	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cable TV/Satellite	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telephone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cell Phone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water/Sewer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet Provider	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IRA/Retirement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet Shopping Accounts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PayPal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Club	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IRA/Retirement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Charities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daycare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### AUTOMATIC DEPOSIT CHECKLIST

Payment	
Employee Payroll	<input type="radio"/>
Pension(s) Retirement Plans	<input type="radio"/>
Social Security	<input type="radio"/>
FSA Direct Payments	<input type="radio"/>
Government Programs	<input type="radio"/>
Investment Incomes	<input type="radio"/>
Other	<input type="radio"/>