



Welcome to BLC Community Bank

A helpful kit for switching checking and savings accounts to BLC Community Bank.



Getting Started...

Thank you for your interest in opening an account with BLC Community Bank! We look forward to serving you. This handy switch kit will assist you in moving your accounts to BLC.

What to Bring:

- Current government issued ID
- Copy of a Bill or Paystub with Current Address (if your ID is not current)
- Social Security Number or ITIN
- If opening a joint account, additional signers will need to be present
- Minimum deposit required for each account you open

3 Easy Steps:

1. Open Your New Account

Before closing your current account, you'll need to open the BLC account that is right for you. Visit www.blccb.com for our banking options then stop in to meet with a personal banker to get started.

2. Update Your Direct Deposits, Automatic Transactions and Online Banking

Use the attached forms to switch Direct Deposits and Automatic Transfers. Complete the Direct Deposit Authorization Change form and give it to the paying party. Review a recent statement from your previous bank for automatic payments and debits. Note them on the next page. If you haven't already done so, have a BLC Personal Banker active Online Banking and Bill Pay. Set up online bill pay with your new account at blccb.com. Remember, it may take a few weeks for your updated transfers to take effect.

3. Stop Using and Close Your Old Account

Before closing your old account you'll want to ensure all outstanding checks have cleared and all direct deposits and automatic payments have switched to your new BLC account. Once you're sure all transactions have moved, you can submit our Account Closing Request form to your old bank or credit union and transfer any remaining funds to your new account.

TIP: Remember to securely dispose of (shred) your remaining unused checks and deposit slips and destroy your ATM and debit cards. This will help reduce the risk of accidental use on your account.

Your NEW BLC Community Bank Information

New Account #s

Routing Number:

075905868

BLC Community Bank | 206 E Main Street | PO Box 28 | Little Chute, WI 54140



Automatic Payments & Direct Deposits

Use this form to gather all of your current payment information. You can use your keyboard to complete the form, or you can print and complete by hand.

It may be helpful to review a recent statement from your previous bank or credit union for automatic payments and debits.

Automatic Payments

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loan				
Insurance				
Credit Card				
Water				
Gas/Electric				
Cable/Internet				
Telephone				
Cell Phone				
Gym Membership				
Investments				
IRA/Retirement				
Charity				
Daycare				
Student Loans				
Subscriptions				
Other				

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension/Retirement				
Social Security				
Investment Income				
Other				



Direct Deposit Change Authorization

Use this form to authorize the move of your direct deposits to BLC Community Bank.

Make sure the organization does not require its own form for direct deposit changes. You will need to complete a separate form for each source of income.

Company or Employer:

Address:

City, State, Zip:

Phone Number:

Employee ID:

TIP:

You can use your keyboard to complete this form online, or print and complete by hand.

Please be advised that I recently changed banks. Effective immediately, please deposit the net amount of my check to my BLC Community Bank account. I authorize to automatically deposit funds into the account below. This authorization shall remain in effect until I have submitted a new authorization, or until this authorization is changed or revoked.

BLC Account #

Routing #

075905868

Checking

Savings

Other

Special Instructions

Name:

Address:

City, State, Zip:

Phone Number:

Signature:

Date:



Automatic Withdrawal Authorization

Use this form to change an automatic payment, withdrawal or deduction from your account.

You will need to complete a separate form for each transaction or visit the company's website to update your account information.

Name of Company:

Account Number:

Payment Amount:

Address:

City, State, Zip:

Phone Number:

TIP:

You can use your keyboard to complete this form online, or print and complete by hand.

Please **change** my automatic withdrawal from the following account:

Financial Institution:

Account #

Bank Routing #

Please make all **future** automatic withdrawals from the following account:

Financial Institution:

BLC Community Bank

Account #

Bank Routing #

075905868

This authorization shall remain in effect until I have submitted a new authorization, or until this authorization is changed or revoked.

Name:

Address:

City, State, Zip:

Phone Number:

Signature:

Date:



Account Closing Request

Use this form to close your account at another bank or credit union and request a check for the remaining balance.

Verify that all checks and payments have cleared, and all direct deposits have switched to your BLC Community Bank account prior to closing your account.

DATE: _____

TO: _____
Bank Name

Bank Address

City, State, Zip

FROM: _____
Name

Home Address

City, State, Zip

Please accept this as my authorization and direction to close my account(s) with your institution.

Account Number

Account Type (Checking, Savings, Money Market, etc.)

Please send a check in the amount of my account balance(s), including any accrued interest to:

Please deposit directly to my new account at BLC Community Bank.

Account #

Routing #

Please forward a check to my attention at the address above.

If you have any questions or need additional information, please contact me at _____.

Thank you for your assistance.

Primary Signature: _____

Date: _____

Joint Signature: _____

Date: _____

