



Concordia Bank Conversion Kit

Banking made easy! Our account conversion kit will provide you with a simple and convenient way to “convert” your account over to Concordia Bank & Trust Company. Follow the steps outlined in this conversion kit and let us begin serving you today.

CONVENIENCE MADE EASY



COME OPEN A CONCORDIA BANK ACCOUNT

Any of our seven convenient locations in the Miss-Lou area will be ready to help you.



STOP USING YOUR OLD ACCOUNT

It is important to let all outstanding checks clear. Make sure to leave enough funds to cover any automatic payments that may yet need to be withdrawn.



CHANGE YOUR DIRECT DEPOSITS & AUTOMATIC PAYMENTS

Identify your automatic deposits and/or payments with the **Conversion Kit Checklist**. Use the **Direct Deposit Change Form** or **Automatic Debit Form** to redirect each of your automatic payments.



CALCULATE YOUR ACCOUNT BALANCE

As soon as all your checks/drafts have cleared, you can calculate your remaining balance using our **Account Conversion Worksheet**.



CLOSE OUT YOUR OLD ACCOUNT

Send written notice instructing your old bank to close your account by completing the **Account Closure Request Form**.



CONVERSION KIT CHECKLIST

To make the process easier we've provided the following checklist to make sure all of your direct deposits and automatic payments get redirected to your new Concordia Bank account.

DIRECT DEPOSITS

- Payroll Direct Deposits
- Government Deposits
- Brokerage Deposits
- Transfers from Other Bank Accounts
- Child Support
- Other Court Issued Deposits
- Other Deposits

UTILITY PAYMENTS

- Gas
- Electric
- Local/Long Distance Telephone Service
- Cellular Phone Service
- Water
- Cable or Satellite TV
- Other

OTHER PAYMENTS

- Insurance
- Internet Service
- Loans
- Mortgages
- Auto Loans
- Other Loans
- Account Transfers to Other Bank Accounts
- Child Support or Court Ordered Payments
- Other



DIRECT DEPOSIT CHANGE FORM

Complete this form and submit to your employer's Payroll department or Human Resources

I (Name) _____
have closed my checking account with (old bank) _____
effective _____.

I hereby authorize my direct deposit to be changed from my existing checking account
_____ at _____
to my new account at Concordia Bank as listed below:

Checking Account #: _____
ABA Rounding #: 111102431
Effective Date: _____
Checking Account #: _____
Amount/Percent to be deposited: _____
Savings Account #: _____
Amount/ Percent to be deposited: _____

Thank you in advance for your help!

Customer Signature

Joint Account Holder Signature

Phone

Phone

Date

Date

*Attach New Concordia Bank Voided Check Here





AUTOMATIC DEBIT CHANGE FORM

Complete this for each company or organization with whom you have arranged automatic payment. Once completed, mail the form(s) directly to the company or organization.

I (Name) _____
have closed my checking account with (old bank) _____
effective _____.

I hereby authorize my automatic withdrawal in the amount of \$ _____
to be changed from my existing checking account # _____
at _____ to my new Concordia Bank account listed below.

Checking Account #: _____
ABA Rounding #: 111102431
Effective Date: _____
Amount to be Withdrawn: \$ _____
Address: _____
City: _____ State: _____ Zip: _____

Thank you in advance for your help!

Customer Signature

Joint Account Holder Signature

Phone

Phone

Date

Date

*Attach New Concordia Bank Voided Check Here





ACCOUNT CONVERSION WORKSHEET

Now that you are a Concordia Bank customer it is ok to close your old account. Begin with the checking account balance shown on your most recent bank statement from your old bank. Be as accurate as possible when completing this form.

1. Enter your current balance from your account statement: \$ _____

2. List the amounts of deposits made from your last statement:

DATE	AMOUNT
_____	_____
_____	_____
_____	_____

Enter the total of the deposits: + \$ _____

3. Subtotal by adding Steps 1 and 2. - \$ _____

4. List all outstanding debits.

All checks, transfers, withdrawals that do not appear on your statement. Include any debit card purchases, ATM withdrawals, automatic debits and any other fees

DATE	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Enter the total of the debits: - \$ _____

5. Subtract Step 4 from Step 3. = \$ _____

**NOTE: This amount should match your checkbook register balance.*





ACCOUNT CLOSURE REQUEST

Complete this form to request that your old bank account be closed. Once completed, mail the form(s) directly to your old bank.

To Whom It May Concern in Account Services,

I hereby request that the following accounts(s) with your bank to be closed:

Account Number: _____
Checking _____ Savings _____ Other _____

Account Number: _____
Checking _____ Savings _____ Other _____

Account Number: _____
Checking _____ Savings _____ Other _____

Account Number: _____
Checking _____ Savings _____ Other _____

Please prepare a cashier's check for the balance of my account payable to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Thank you in advance for your help!

Customer Signature

Joint Account Holder Signature

Phone

Phone

Date

Date

