

ITASCA BANK & TRUST CO. EASY SWITCH KIT

It is my pleasure to welcome you to Itasca Bank & Trust Co. Since 1948, our reputation for delivering exceptional banking services to individuals, families, and businesses within the communities we serve has never faltered. The Bank's foundation is built on providing quality service that is a step above our competitors. We work hard to offer expanded products and services that meet your everyday banking needs.

Jim Mensching
President

Allow our experienced bankers to handle all of the necessary paperwork for an effortless switch to Itasca Bank & Trust Co.

Itasca Bank & Trust Co.

Account Switch Kit

Five easy steps to becoming an Itasca Bank & Trust Co. customer.

Step 1. Open a checking account with Itasca Bank & Trust Co.

While opening an account you can also:

- Order your Itasca Bank & Trust Co. VISA® debit card*
- Order checks
- Sign up for FREE Online Banking
- Sign up for FREE E-Statements
- Sign up for FREE Bill Pay service**
- Sign up for Mobile Banking and Mobile Deposit***

Step 2. Transfer your direct deposits.

-Our bankers will complete the attached Direct Deposit Change Form and send it to your employer or any company paying you via direct deposit.

Step 3. Transfer your automatic payments & withdrawals.

- Our bankers will complete the attached Automatic Debit/Payment Change Form and send it to any company you have authorized to automatically deduct a payment from your checking account.

Step 4. Stop using your old checking account.

-Stop writing checks on your old account. Deposit any remaining balance from your old account to your new Itasca Bank & Trust Co. checking account. Remember to leave enough funds in your old account to cover any outstanding checks and withdrawals.

Step 5. Close your old account.

-Once all your outstanding items have cleared, our bankers will complete the attached Account Close Request Letter and send it to your old bank.

After completing these 5 steps you will be ready to start enjoying the benefits of a locally owned and operated bank-**Itasca Bank & Trust Co.**

Any questions? Call us at 630-773-0350

Your Personal Banker

*Subject to credit approval

**Subject to approval

***Standard text messaging and data plan rates may apply. Consult your wireless carrier for details. Mobile Banking is available to customers with an Itasca Bank personal or business checking account, and who are enrolled in Online Banking. Per item and monthly dollar limits apply for Mobile deposits.

Direct Deposit Change Form

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

To whom it may concern:

This notice serves as my request to have my Direct Deposit changed to my account at Itasca Bank & Trust Co.

My Information:

Name (print) Social Security Number

My direct deposit is currently going to my old account at:

Bank Name

Account Number ABA Routing Number

Please change my direct deposit to my account with Itasca Bank & Trust Co. as follows:

Checking Savings

Account Number **071922175**
ABA Routing Number

Thank you,

Name (Print)

Signature Date

Automatic Debit/Payment Change Form

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

To whom it may concern:

I have changed banks to **Itasca Bank & Trust Co.** and would like to change my auto payment instructions.

Currently you are withdrawing my payment from the following account and/or my debit card at my old bank.

Bank Name _____

_____ or _____
Account Number ABA Routing Number Debit Card Number

Please stop making payments from this account on _____ (date) and begin making payments from my new account at **Itasca Bank & Trust Co.**

_____ **071922175**
Account Number ABA Routing Number

My Information:

_____ _____
Name (print) Social Security Number

My account number with your company is: _____

Thank you,

Name (print)

_____ _____
Signature Date

_____ _____
Street Address City/State/Zip

Close Account Request Letter

Bank Name: _____

Address: _____

City, State, Zip: _____

To whom it may concern:

I have decided to close the following account (s) and any linked services to the account including debit cards, ATM cards, Bill Pay, Mobile Banking or Online Banking:

_____ Type (Checking/ Savings/CD)

_____ Type (Checking/Savings/CD)

_____ Type (Checking/ Savings/CD)

Please send the remaining balance and any earned interest, via check, to the following address:

Name: _____

Address: _____

City, State, Zip: _____

Please close this account upon receipt of this letter.

My information:

_____ Social Security Number

Thank you,

_____ Date



308 West Irving Park Road, Itasca, Illinois 60143
 One East Irving Park Road, Roselle, Illinois 60172
 Phone: 630-773-0350 www.itscabank.com Member FDIC

Easy Switch Worksheet

Use this worksheet to help organize all the information you need to change your direct deposits and automatic payments to your new Itasca Bank & Trust Co. account. Identify all of your existing direct deposits and automatic payments and keep track of the status as each automatic transaction is successfully set up with your new Itasca Bank & Trust Co. account.

Hint: Keep it secure! The information you put on this worksheet is your personal, confidential information. Keep it in a safe location and treat it as you would any other sensitive document.

My New Itasca Bank & Trust Co. Account Information

Itasca Bank & Trust Co. Account Number (Checking) _____
 Itasca Bank & Trust Co. Account Number (Savings/MM) _____
 Itasca Bank & Trust Co. Debit Card # _____ Exp. Date _____
 Itasca Bank & Trust Co. Routing Number 071922175

Itasca Bank & Trust Co. Addresses (you may conduct your banking at either location)

308 West Irving Park Road, Itasca, Illinois 60143
 One East Irving Park Road, Roselle, Illinois 60172

Itasca Bank & Trust Co. Phone Number (630) 773-0350 Your Customer Service Representative _____

My Former Bank Account Information

Former Bank Name _____
 Former Bank Account Number(s) _____
 Former Bank Debit Card # _____ Exp. Date _____
 Former Bank Routing Number _____

My Current Automatic Payments & Withdrawals

Hint: Use the Bill Pay Worksheet to help keep track of bill payees

Company Name	Company Address	Date Switch Requested in Writing	Date Setup Complete With Itasca Bank & Trust Co.	Notes

My Current Direct Deposits or Credits (pension payments, interest from accounts or dividends)

Company Name	Company Address	Date Switch Requested in Writing	Setup Complete With Itasca Bank & Trust Co.	Notes

Close Former Bank Accounts

- Yes, all outstanding checks have cleared
- Yes, all automatic deposits, payments & withdrawals are moved to my new Itasca Bank & Trust Co. account.

Date Account Closing Letter _____

Mailed:

Member FDIC