



# PERSONAL BANKING SWITCH KIT

## Welcome to Gateway Bank

From no-fee personal checking and savings accounts to personal loans and investments, Gateway Bank is here to help you reach your financial goals. We offer a wide variety of products, as well as convenient services such as online banking, mobile deposit, bill pay and electronic statements. We look forward to serving as your banking partner.

### In this kit you'll find:

- Helpful information on how to proceed.
- Handy worksheets to keep track of account information, automated deposits and automated payments.
- Letters to redirect your automatic deposits, payments and paycheck to your new account.
- A worksheet to reconcile your old account.
- An account closing notification letter for your former bank.

If you have any concerns or questions about switching your accounts, please call us or stop by any Gateway Bank location.

745 Market Street, Mendota Heights, MN 55118 | 651-209-4800  
4530 France Avenue South, Suite 200, Edina, MN 55410 | 952-465-3890

## Let's Get Started

We've taken the hassle out of moving your checking account from your old bank with step-by-step instructions and simple-to-complete forms.

### **Step 1. Open and start using your Gateway Bank account.**

We will help you to choose the accounts and services that best fit you.

### **Step 2. Create your electronic transaction checklist.**

It only takes a minute to review your old account for direct deposits and automatic payments. Use the enclosed Transaction Checklist to identify all direct deposits and automatic payments. If you'd like to bring your old statements into the bank, we can help you through this process.

### **Step 3. Change online and recurring deposits and withdrawals.**

Use the Transaction Checklist to change all direct deposits and automatic payments to your new Gateway Bank account. Be sure to remember automatic payments from your debit card. While most direct deposit or automatic payments can be changed online or by phone, paper change forms are also included in this kit for your convenience.

### **Step 4. Close your former account.**

After all of your checks have cleared and your direct deposits and automatic payments begin posting to your new Gateway Bank account, complete and send the Request to Close Account(s) form to your former bank. We will be happy to assist you with completing and sending this form. Some institutions may require additional information. After account is closed, shred all checks and cards linked to that account.

If you have additional questions, don't hesitate to call us, or talk to an associate at one of our bank locations.

## ELECTRONIC TRANSACTION CHECKLIST

Direct Deposits: List all direct deposits to your old bank account(s).

Deposit Type	Company or Institution Name	Account Number	Amount	Date	Completed
Employer Payroll					
Social Security					
Pension/Retirement Plan					
Investment/Brokerage					
Other:					
Other:					
Other:					

Automatic Payments/Transfers: List all withdrawals from your old bank account(s).

Withdrawal Type	Company or Institution Name	Account Number	Amount	Date	Completed
Home/Auto Insurance					
Life Insurance					
Gas/Electric					
Telephone/Cell					
Water					
Cable/Satellite/Internet					
Mortgage					
Auto Loan					
Home Equity Loan					
Personal Loan					
Credit Card					
Other:					
Other:					
Other:					

## AUTOMATIC WITHDRAWAL & DIRECT DEPOSIT CHANGE FORM

To: \_\_\_\_\_

From: \_\_\_\_\_

Account Number: \_\_\_\_\_

I have recently changed banks and would like to have my transactions with your company changed to my new account. Please discontinue transactions from my old account and begin using my new Gateway Bank account immediately.

My new account number: \_\_\_\_\_

Gateway Bank routing number: 096017337

Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings  
(Include: Money Market, Treasury Savings, and HSA Accounts)

I have included a voided check with this authorization, if applicable.

Thank you.

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

Name (printed): \_\_\_\_\_

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My new account number: \_\_\_\_\_

Gateway Bank routing number: 096017337

Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

(Include: Money Market, Treasury Savings, and HSA Accounts)

I have included a voided check with this authorization, if applicable.

Thank you.

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

Name (printed): \_\_\_\_\_

## REQUEST TO CLOSE ACCOUNT(S)

To (Former Financial Institution): \_\_\_\_\_

From (Name of Account Holder(s)): \_\_\_\_\_

Please accept this letter as written authorization to close the following account(s) at your financial institution. All outstanding transactions have cleared and electronic deposits and withdrawals have been discontinued.

Please issue a check for any remaining balance and send it to my attention at the following address:

Street Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Please close the following account(s):

- Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_
- Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_
- Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Thank you.

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

Name (printed): \_\_\_\_\_

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_.

\_\_\_\_\_

## ACCOUNT CLOSING CHECKLIST

- \_\_\_\_\_ Transfer all electronic deposits (Income, Social Security, Pension, etc)
- \_\_\_\_\_ Transfer all electronic payments (Rent, cable, gas/electric, etc)
- \_\_\_\_\_ Make sure all final payments and deposits clear former bank account
- \_\_\_\_\_ Shred Checks
- \_\_\_\_\_ Shred all card associated with account
- \_\_\_\_\_ Send request to close account form to former bank
- \_\_\_\_\_ Watch to make sure payments and deposits start to clear your new Gateway Bank account



