

It's easy to switch!

Use the "Accounts Organizer" form included to get started.

1. Open a checking account at any of our convenient locations

Any of our Relationship Bankers will be happy to help you through the account opening process. Be sure to bring two forms of identification with you.

2. Establish direct deposit with your new checking account

To set up your direct deposit provide the **Direct Deposit Form (included)** & attach a **FSG Bank voided check** to your employer, so they can process your payroll to your new account.

3. Discontinue using your old checking account

Stop using your old checking account and let any checks you have written or transactions clear. This should take approximately two weeks. In the meantime, destroy any unused checks, deposits slips, ATM cards and Debit Cards.

4. Switch your Automatic Debits to your new account

Using the Automatic Debit(s) Form (included) switch your automatic debits by listing them on the form.

Bonus: Use your FSG Bank Debit card like a credit card for everyday purchases and monthly payments – you could earn up to 1% cash back with our CardCash Rewards Program.

Register online at www.cardcash.us/FSG Bank or call (615) 864-7520

5. Setup your Online Bill Pay

If you use Online Bill Pay, don't forget to list any bills you pay online monthly. Online Bill Pay is an easy, secure, and stress-free way to manage your account and control the timing of electronic payments. Go to FSGBank.com to enroll in Internet Banking and setup Online Bill Pay.

6. Close your old checking account

Now that your checks have cleared and you have changed your automatic deposits and withdrawals, there is one final step. Fill out the **Account Closing form (included)** and send it to your former bank. They will close your account and send the remaining balance to you by check.

If you have any questions or concerns during this process, do not hesitate to contact us:

Call 1-855-MY FSG BANK (855-693-7422)

or

Visit FSGBank.com to find a list of branch locations



Accounts Organizer Form

Use this worksheet to list all of your accounts. Next, list all of the automatic deposits and debits associated with each account. This worksheet is for your reference.

My New FSG Account Number _____

My New FSG Routing Number 061308592

Old Accounts to Close

Bank Name	Routing Number (nine digits)	Account Type	Account Number	Account Closed?

Outstanding Checks to Clear

Check Payable to	Amount	Date Written	Bank/Account check was Written From	Check Cleared?

Recurring Payments to Switch

Company/ Payee	Payment Frequency or Recurring Date	Amount	Date "Automatic Debits Form" Mailed	Status

Online Bill Payees to Setup

Company/Payee	Account Number	Payment Due Date	Setup Date	Status



Helpful Information

Get Prepared

Identify automatic deposits and debits you will be switching to your new account.

➤ **Direct Deposits**

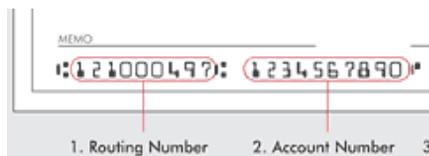
Recurring funds automatically deposited into your account

➤ **Automatic Withdrawals**

Recurring debits automatically withdrawn from your account on a regular basis

➤ **ABA Routing Number**

The first group of nine numbers found at the bottom left side of a check. This number is needed to setup direct deposits and automatic debits..



Checks & Balances

Balance your old account to determine the amount needed to cover outstanding checks, ATM withdrawals, check card purchases, banking fees or any other transactions. Leave a sufficient amount in your account to pay any outstanding items and avoid an overdraft fee.

➤ **Bring your check register up-to-date**

Use all receipts and your check register to identify items not yet on your statement.

➤ **Remember, don't close your old account immediately**

It may take up to two statement cycles for all outstanding items to clear.

Direct Deposits

Using the Direct Deposit Form (included) instruct your employer to direct your payroll deposits into your new account.

➤ **Track Your Request**

Monitor your account to make sure the automatic deposits are being made into the new account.

➤ **Follow Up**

Automatic deposits should take effect within three deposit periods. If you do not see the deposit by this time, contact your employer. Keep your old account open until all automatic deposits have been switched to your new account.

Automatic Debits

Using the Automatic Debit(s) Form (included) instruct companies to have payments automatically deducted from your new account or to begin using your check card.

➤ **Track Your Request(s)**

Monitor your account to make sure the automatic withdrawals are being made from the new account.

➤ **Follow Up**

Automatic deductions should take effect within two withdrawal periods. If you do not see the deduction by this time, contact the company making the withdrawal. Keep your old account open until all automatic deposits have been switched to your new account.



Switch Kit | Direct Deposit Form



Please change the account for my **direct deposit**

I hereby authorize Company Name to initiate automatic deposits to my account at FSG Bank, effective immediately. I also authorize Same Company Name to make withdrawals from this account in the event a credit entry is made in error.

Date

Company making direct deposit

Address

City/State/ZIP

To whom it may concern:

You are currently depositing my entire paycheck, part of my paycheck or a type of payment in the following account

My Old Bank

My Old Bank's Routing Number

My Old Account Number

Please begin making these automatic deposits into my new FSG Bank account.

061308592

My New Routing Number

My New Account Number

If you have any questions about this request, please call me. Thank you.

Name (please print)

Signature

Address

City/State/ZIP

Telephone: Day Evening

Please include a voided FSG Bank check (not a deposit slip) with your request.





Switch Kit | Automatic Debit(s) Form



Please change the account for my **Automatic Debit(s)**

Date

Company making withdrawal

Address

City/State/ZIP

To whom it may concern:

I have recently switched to FSG Bank. You are currently withdrawing \$ ____ . ____ from the following account:

My Old Bank

My Old Bank's Routing Number

My Old Account Number

For (payment or reason)

On (date of month)

Please stop making withdrawals from this account on (date: MM/DD/YY) ____/____/____ and start making them from my new FSG Bank account

061308592

FSG Bank's Routing Number

My FSG Bank Account Number

Check Card Number

If you have any questions about this request, please call me. Thank you.

Name (please print)

Signature

Address

City/State/ZIP

Telephone: Day Evening



Please include a voided FSG Bank check (not a deposit slip) with your request.



Please close my Account(s)

Full Name (please print)

Date

Bank Name

Address

City/State/ZIP

Checking

Account Number

Checking

Account Number

Checking

Account Number

Savings

Account Number

Please send a check for the remaining balance(s) to the address below.
If you have any questions regarding this request, please call me.
Thank you.

Name (please print)

Signature

Co-owner Name (please print)

Co-owner Signature

Address

City/State/ZIP

Telephone:

Day Evening



Use this kit to keep track of all the accounts, deposits, and payments that you need to switch over to your new FSG Bank account.

This kit is for your reference, You do not need to submit this sheet to FSG.