



Welcome!

We make it easy and hassle-free to switch your account.

Thank you for choosing West Plains Bank and Trust Company as your bank. In this kit, you will find everything you need to switch your checking account(s) from your current financial institution to West Plains Bank and Trust Company.

After completing the four SIMPLE steps outlined below, your switch will be complete:

- 1** **Stop using the account at the bank you are switching from.** (Please note: you should leave the account open until all direct deposits and automatic payments have successfully switched to West Plains Bank and Trust Company, with which we will help)
- 2** **Change your direct deposits** to your West Plains Bank and Trust Company account. This can be done by using the enclosed letter or, by phone.
- 3** **Change your automatic payments** to your West Plains Bank and Trust Company account. This can be done using the enclosed letter or, by phone.
- 4** Finally, **close your old account.**

That's it! It really is that easy to switch your account.

We appreciate your choice to trust West Plains Bank and Trust Company for your banking needs. If we may be of assistance to you during this transition, please call 417.256.2147, contact us via our website (www.westplainsbank.com) or visit a full-service location to speak to a customer service representative.

Every Customer Leaves a Friend.

Automatic Payment Checklist

Payment	Company	Acct. Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable TV				
Telephone				
Cell Phone				
Water				
Daycare				
Internet Provider				
Health Club				
Investments				
IRA/Retirement				
Charities				
Other				

Direct Deposit Checklist

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

Helpful Phone Numbers and Websites

Social Security Administration | 1-866-614-2761 | www.ssa.gov

Railroad Retirement Board | 1-877-772-5772 | rrb.gov

Department of Veterans Affairs | 1-877-838-2778 or 1-800-827-1000



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Save time with Direct Deposit!

Employer Direct Deposit Sign up Form

Take this form to your employer's payroll department to request direct deposit of your payroll check

Customer Name _____

Address _____

City, St, Zip _____

Please have my payroll check automatically deposited into the following account:

Account Number _____

Checking

Savings

Bank Routing (ABA) Number 081502530

I authorize (name of business) _____ and West Plains Bank and Trust Company to automatically deposit my payroll check to my account listed above. This includes my authorization to correct any entries made in error. This authorization will remain in effect until I give written notice to cancel it.

Customer Signature

Date



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