



## Cowboy State Bank's "Switch Kit" 5 Easy Steps to Moving Your Checking Account to CSB!

**Welcome to Cowboy State Bank!** If you have recently opened a new Checking or Savings account at Cowboy State Bank, then here's some information to switch other ACH or direct deposit activities on your account. We have provided this "switch kit" to help guide you through the process! By using this checklist and the helpful forms that accompany it, you can quickly and safely move all of your checking activities to your Cowboy State Bank's checking account in just 5 easy steps. For privacy reasons, banks are now somewhat limited in our ability to make contact with your other financial partners on your behalf, but our helpful new accounts representatives are always happy to answer any questions you may have about the process. You may contact us at these phone numbers:

Ranchester, Wyoming: (307) 655-2291, Sheridan, Wyoming: (307) 673-4456

### ACCOUNT SWITCHING CHECKLIST

#### 1. STOP USING YOUR FORMER CHECKING ACCOUNT

- Stop writing checks on your former account, now that you have new temporary checks and a debit or ATM card
- Destroy your old checks and cut up any debit or ATM cards that are attached to that account
- Be sure to leave sufficient funds in your account to cover any outstanding payments until they have processed

#### 2. CHANGE YOUR DIRECT DEPOSITS

- Make sure you have accounted for all deposits that are made directly to your old account (look at statements)
- Make your new CSB checking account the new destination account for these direct deposits by sending notice to your employer, retirement plan administrator, the Social Security Administration, or other income source
  - You may wish to make copies of the included Direct Deposit Authorization form for this purpose (please note that some institutions may require you to use their own form, but it will likely require most of the same information); don't forget to include a copy of a voided check from your new Cowboy State Bank checking account
  - If you receive Social Security payments, call 1-800-772-1213 to switch your direct deposit account
  - Your new checking account # is:  Cowboy State Bank's ABA routing # :102301063

#### 3. CHANGE YOUR AUTOMATIC PAYMENTS

- Identify all of the payments that you make automatically from your previous checking account (look at statements)
- Notify each payee that your CSB checking account will be the new source of payment funds
  - You may wish to make copies of the included Request to Transfer Automatic Payments form for this purpose (please note that some institutions may require you to use their own form, but it will likely require most of the same information); don't forget to include a copy of a voided check from your new CSB checking account
  - It is a good idea to follow-up with each payee a couple of weeks after sending them your forms

#### 4. SIGN UP FOR ONLINE BANKING; [www.cowboystatebank.com](http://www.cowboystatebank.com)

- Although this is an optional step, online banking is a free and easy way to track the status of your direct deposits, automatic payments, other transactions, and account balances from your desktop computer or mobile device.

#### 5. CLOSE YOUR FORMER ACCOUNT

- Make sure that all of your outstanding checks have cleared
- Make sure that all other activity - such as direct deposits and automatic payments - has stopped
- Notify your former bank of your request to close your old account
  - You may wish to make copies of the included Account Closing Request form for this purpose (please note that some institutions may require you to use their own form, but it will likely require most of the same information);
- Upon receiving your request, your former bank will send you a check for any remaining balance in your account



# Direct Deposit Authorization

Complete, sign, and send a copy of this letter to each company you authorize to make Direct Deposits into your new Cowboy State Bank account(s). Attach a voided check from each account with each request.

## COMPANY INFORMATION

Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Phone # \_\_\_\_\_

## ACCOUNTHOLDER (/EMPLOYEE) INFORMATION

Name \_\_\_\_\_  
ID or Account # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ day / evening (circle one)

## BANK INFORMATION

Cowboy State Bank  
PO Box 789 Ranchester, WY 82839  
307.655.2291  
ABA Routing Number: 102301063

## DEPOSIT INFORMATION

Account # \_\_\_\_\_ checking / saving / CD / other (circle one) Amount \$ \_\_\_\_\_  
Account # \_\_\_\_\_ checking / saving / CD / other (circle one) Amount \$ \_\_\_\_\_  
Account # \_\_\_\_\_ checking / saving / CD / other (circle one) Amount \$ \_\_\_\_\_

I authorize the above named company to make deposits into Cowboy State Bank account(s) identified above and authorize the Bank to accept such deposits. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. I understand that this authorization replaces any previous authorization and will remain in full force and effect until the company named above has received written notification from me of its termination in time to afford the company and the depository a reasonable opportunity to act.

Accountholder (/employee) Signature \_\_\_\_\_ Date \_\_\_\_\_



# Request to Transfer Automatic Payments

Complete, sign, and send a copy of this letter to each company that you currently pay using an automatic withdrawal from your account. Attach a voided check from your new Cowboy State Bank account with each request.

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

## ATTENTION: ACCOUNTS RECEIVABLE/ACCOUNTING

To Whom It May Concern,

The bank account I have been using for automatic payments on my account with your company (account number \_\_\_\_\_) is no longer active. Please immediately change the source of my automatic payments to the following:

Cowboy State Bank  
 PO Box 789  
 Ranchester, WY 65613  
 307.655.2291

ABA Routing Number: **102301063**

My Bank Account #:

If you have any questions regarding this request, please call me immediately at the number listed below. Thank you for your assistance.

Signature(s) \_\_\_\_\_ / \_\_\_\_\_

Name(s) \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone Number \_\_\_\_\_ day / evening (circle one)



# Account Closing Request

Date \_\_\_\_\_  
 Former Bank's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

This letter is to inform you that I (we) have decided to close the account(s) listed below. Please send a check for any remaining funds in the account(s) to my address listed below. If you have any questions regarding this request, please contact me at the phone number or address listed here. Thank you.

## ACCOUNT OWNER INFORMATION

Account Owner Name \_\_\_\_\_  
 Co-Owner Name (if any) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_ day / evening *(circle one)*

## ACCOUNT INFORMATION

Account Number \_\_\_\_\_ checking / saving / CD / other *(circle one)*  
 Account Number \_\_\_\_\_ checking / saving / CD / other *(circle one)*  
 Account Number \_\_\_\_\_ checking / saving / CD / other *(circle one)*  
 Account Number \_\_\_\_\_ checking / saving / CD / other *(circle one)*

Account Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Co-Owner Signature (if any) \_\_\_\_\_ Date \_\_\_\_\_