



925 LaSalle St.

Ottawa, IL 61350

815-433-2525

[www.ottawasavings.com](http://www.ottawasavings.com)

Account Switch Kit





# Ottawa Savings Bank

925 LaSalle St. \* Ottawa, IL 61350\* 815-433-2525

[www.ottawasavings.com](http://www.ottawasavings.com)

**In 3 easy steps**, we at Ottawa Savings Bank will help you move your checking account from your current bank to us.

**Step 1:** Open an Ottawa Savings Bank checking account – discontinue using your account at your existing bank and leave enough money to cover any outstanding checks. ATM/Debit card purchases, online Bill Payments and Automatic Payments.

**Step 2:** Complete the attached forms that apply to you.

- **Form 1 – Direct Deposit Change Form:** Social Security, Payroll, Dividends, or any automatic deposits.
- **Form 2 – Automatic Payments or Bank Drafts Change Form:** scheduled transfers, monthly, quarterly/annual bills (to change bill payments, print your existing payments to have a record the payee name, address, phone number and account number.
- **Form 3 – Account Closing Form:** After all outstanding checks have cleared and scheduled deposits and withdrawals are “Switched” to Ottawa Savings Bank, we will use this form to close your existing account for you.

**Step 3:** Let our friendly and courteous staff notify your existing bank of your desire to close your account. We’ll do all the “leg” work for you.

**Let us make changing banks easy and convenient.** One of our experienced and friendly Personal Bankers will be happy to assist you by contacting us at 815-433-2525





# Ottawa Savings Bank

925 LaSalle St. \* Ottawa, IL 61350\* 815-433-2525

[www.ottawasavings.com](http://www.ottawasavings.com)

## Form 1: Request to Change Direct Deposit

Note: Check with your employer to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new bank account. If this form is acceptable, attach a preprinted voided check from your new account to this form and provide it to your employer.

---

Company Name

---

Company Address

---

City

State

Zip Code

Please change the account used for Direct Deposit to my new bank account at Ottawa Savings Bank.

---

Last Name

First Name

Middle

---

Address

---

City

State

Zip Code

---

Phone Number (day)

Social Security Number

My New Account Information:

Account type:  Checking  Savings

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

Routing Number/ABA 271972925

I hereby authorize \_\_\_\_\_ (company name) to make deposits to my Ottawa Savings Bank account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Ottawa Savings Bank

925 LaSalle St. \* Ottawa, IL 61350\* 815-433-2525

[www.ottawasavings.com](http://www.ottawasavings.com)

## Form 2: Automatic Payment/Withdrawal Change Form

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

This form is my request to transfer my current Automatic Payment/Withdrawal/Draft to my account with Ottawa Savings Bank. Please discontinue using the following bank information:

Bank Name: \_\_\_\_\_

Bank ABA/Routing Number: \_\_\_\_\_

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

### **New Bank Information:**

Name on Account: \_\_\_\_\_

Bank Name: Ottawa Savings Bank

Bank ABA/Routing Number: 271972925

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

Additional Instructions: \_\_\_\_\_  
\_\_\_\_\_

Enclosed is a deposit slip to verify my new Ottawa Savings Bank information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Ottawa Savings Bank

925 LaSalle St. \* Ottawa, IL 61350\* 815-433-2525

[www.ottawasavings.com](http://www.ottawasavings.com)

## Form 3: Account Closing Form

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

To Whom It May Concern:

Please let this letter serve as my request to close my current account with your institution. The account number is \_\_\_\_\_. Please send any remaining balance to the following:

Ottawa Savings Bank  
925 LaSalle Street  
Ottawa, IL 61350

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, a notary public of \_\_\_\_\_ County,  
\_\_\_\_\_ certify that \_\_\_\_\_ personally appeared before me  
this day, and signed the foregoing instrument.

Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission expires: \_\_\_\_\_, 20\_\_\_\_\_.



# Ottawa Savings Bank

925 LaSalle St. \* Ottawa, IL 61350\* 815-433-2525

[www.ottawasavings.com](http://www.ottawasavings.com)

## Switch Kit Checklist

---

### Automatic Deposits

Payroll

Contact the HR Department where you work.  
Please include a voided check.  
Effective date of change: \_\_\_\_\_

Social Security

Contact Social Security Administration at  
800-772-1213  
Effective date of change: \_\_\_\_\_

Other

Effective date of change: \_\_\_\_\_

Other

Effective date of change: \_\_\_\_\_

---

### Utilities Automatic Payment

Nicor Gas 888-642-6748

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Illinois Power 815-447-2135

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

City of Ottawa 815-434-0158

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Mediacom 800-332-0245

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

AT&T 866-662-4548

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Other

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

---

### Other Payments

Loans (e.g. car, home equity, student loans credit cards)

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Insurance (e.g. life, health, auto, home)

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Mortgage

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Brokerage – deposits, automatic investments

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Account transfers to/from other bank accounts

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_

Other

Account # \_\_\_\_\_  
Effective date of change: \_\_\_\_\_



# Ottawa Savings Bank

925 LaSalle St. \* Ottawa, IL 61350\* 815-433-2525

[www.ottawasavings.com](http://www.ottawasavings.com)

## Account Switch Form

Please take a few minutes to complete this form to redirect each of your direct deposits and automatic payments. Mail each Account Switch Form along with a voided check from your new Ottawa Savings Bank account to the appropriate business or authorized merchant.

Please redirect my:  Direct Deposit

Automatic Payment

Effective:  Immediately

Beginning \_\_\_/\_\_\_/\_\_\_

**To:** \_\_\_\_\_  
Merchant Name

**From:** \_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Merchant Address

\_\_\_\_\_  
Customer Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

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

### My New Account Information:

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

Attach to this page a VOIDED check from  
Your new Ottawa Savings Bank account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

