

Switch Kit:

4 Simple Steps to Switch to Neighborhood Banking

Marquette Bank is here to help you make the switch as simple as possible.

Our employees are well-trained in helping you improve your banking. We can help you choose the right Marquette Bank checking account and help you switch your employer (or government) direct deposits, change your automatic payments, update automatic withdrawals and close your old accounts. They can also show you how to activate your debit card, sign-up for online banking, get online statements, set-up online bill payments, access your check images, use mobile banking, access teller-phone, receive email notifications and get text alerts on your new account.

You can visit a branch or call 1-888-254-9500 for assistance at any stage of your switching process. We are here to help. Follow these simple steps:

① **Open your new Marquette Bank Checking Account.**

- Apply for a new checking account at any Marquette Bank branch or call 1-888-254-9500.
- Need help? Let one of our bankers help you pick the best account for you.
- Once your account is opened and you have received your debit card and account materials, enroll in our online banking service.

② **Switch your Direct Deposit(s), Automatic Transaction(s) and Bill Payees.**

- Stop using your old account.
- Direct Deposit Authorization Change Form: Use this form to switch any Direct Deposits to your new account at Marquette Bank.
- Automatic Payment / Withdrawal Authorization Change Form: Use this form to switch any automatic transaction to your new account at Marquette Bank.
- Online Bill Pay: Once you enroll in our online banking service, switch over your payees.

③ **Close your old account.**

- We'll help you safely destroy your old ATM / debit cards and blank checks.
- Bank Account Closure Authorization Form: Use this form to authorize the closure of your old account.
- Verify that all your automatic transactions have been switched to your new account and any outstanding checks have cleared and have the remaining balance (if any) sent to you or to your new account at Marquette Bank.

④ **Activate, use and personalize your new Marquette Bank Account**

- Make sure to have enough deposited into your new Marquette Bank account to handle your automatic transactions switched from your old account.
- Use your debit card for purchases, set-up debit card alerts and enjoy access to over 55,000 free ATMs worldwide.
- Ask for one-on-one training in our online banking, online bill payment and mobile banking to get the most out of your finances.
- Enjoy banking locally helping to support our Chicagoland economy while having access to all the banking conveniences and experience the personal service and attention you deserve.

Call 1-888-254-9500 for help making the switch.

MARQUETTE BANK

Love where you bank

New Customer Instructions: Complete and submit this form to any company/organization that is automatically withdrawing payments from your existing checking account. Make additional copies, if necessary.

Remember: It can take more than one billing pay period for companies to switch automatic payments/withdrawals, deductions or direct deposit to your new checking account.

Direct Deposit Authorization Change Form

To whom it may concern, please accept this Notification of Direct Deposit Authorization Change.

Employer Company: _____ Employee No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Please discontinue my direct deposits to the following account:

Name of old Financial Institution: _____ Account No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Please make all future direct deposits to the following account:

Name of new Financial Institution: **Marquette Bank** Account No.: _____

Street Address: **10000 W. 151st Street** City: **Orland Park** State: **IL** Zip: **60462**

Routing No.: **071004284**

I hereby authorize a change in my direct deposit from the institution listed above to my new Marquette Bank checking account. Included is a voided check for reference.

Please make this change effective on the following date: _____

Name: _____

Social Security No.: _____

Daytime Phone No.: _____ Cell Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

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Love where you bank

New Customer Instructions: Complete and submit this form to any company/organization that is automatically withdrawing payments from your existing checking account. Make additional copies, if necessary.

Remember: It can take more than one billing pay period for companies to switch automatic payments/withdrawals, deductions or direct deposit to your new checking account.

Automatic Payment / Withdrawal Authorization Change Form

To whom it may concern, please accept this Notification of Automatic Withdrawal Authorization Change.

Name of Company: _____ Account No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Amount of Payment: \$ _____

Please discontinue my automatic withdrawal from the following account:

Name of old Financial Institution: _____ Account No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Please make all future automatic withdrawals from the following account:

Name of new Financial Institution: **Marquette Bank** Account No.: _____

Street Address: **10000 W. 151st Street** City: **Orland Park** State: **IL** Zip: **60462**

Routing No.: **071004284**

Amount of Payment \$ _____

I hereby authorize a change in Automatic Payment / Withdrawal from the institution listed above to my new Marquette Bank checking account.

Please make this change effective on the following date: _____

Name: _____

Social Security No.: _____

Daytime Phone No.: _____ Cell Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Name of Employer: _____

Signature: _____ Date: _____

MARQUETTE BANK

Love where you bank

New Customer Instructions: Complete and submit this form to any company/organization that is automatically withdrawing payments from your existing checking account. Make additional copies, if necessary.

Remember: It can take more than one billing pay period for companies to switch automatic payments/withdrawals, deductions or direct deposit to your new checking account.

Bank Account Closure Authorization Form

To whom it may concern, please accept this Notification of Account Closure.

Please close the following account(s):

Name of old Financial Institution: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Account No.: _____ Account No.: _____

Account No.: _____ Account No.: _____

Please close my account(s) and send the entire account balance(s) to:

Name of new Financial Institution: **Marquette Bank** Account No.: _____

Street Address: **10000 W. 151st Street** City: **Orland Park** State: **IL** Zip: **60462**

Routing No.: **071004284**

I hereby authorize the closing of my bank account(s). All my checks have cleared the account to be closed and all direct deposits and automatic payments have been stopped.

Please make this change effective on the following date: _____

Name: _____ Social Security No.: _____

Daytime Phone No.: _____ Cell Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Joint Account Holder information (if applicable):

Name: _____ Social Security No.: _____

Daytime Phone No.: _____ Cell Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Date: _____