



Easy Switch Kit Banking Made Simple

Thank you for choosing Home Trust & Savings Bank for your banking needs. The following pages are designed to help make the transition as simple as possible.

Simple Steps:

1. **Open your new Home Trust Account:** Stop by Home Trust Bank to open your accounts. Make note of your new account number and the bank routing number, they will be needed later.
2. **Stop using your old Account:** Let your checks clear, this can take up to 10 days. Destroy any unused checks, ATM cards, Debit cards, and Deposit slips.
3. **Change your Direct Deposits:** The form you need for this is in this kit. Simply fill out the form and give it to your employer, the Social Security Administration or your retirement plan. Include a new deposit slip or a new voided check.
4. **Change your Automatic Payments:** The form you need for this is in this kit. If you need more than three of these forms let us know we can provide more. Remember any automatic payments that may have been linked to your old debit card.
5. **Close your old Accounts:** A form has been provided for you to do this. When done simply drop it off at your old bank. The rest is done for you.

Call us or stop in for any additional contact information, phone numbers or assistance with any of these steps.

www.hometrustedbank.com
628 Main Street
Osage, Iowa 50461

Phone: 641-732-3763
Fax: 641-732-5121



HOME TRUST & SAVINGS BANK

628 MAIN ST • PO BOX 150 • OSAGE, IA 50461-0150
(641) 732-3763 • www.hometrustedbank.com

ACCOUNT TYPE	ACCOUNT #:	DATE:
		Port#:

* Please bring your photo ID, and proof of address when you open your account.

OWNER NAME:		TAX ID#:	
STREET ADDRESS:		PHONE 1:	C / H / W
CITY, STATE, ZIP:		PHONE 2:	C / H / W
BIRTH DATE:		EMAIL:	
DL/ID STATE:	DL/ID#		
ISSUE DATE:	EXPIRE DATE:	<input type="checkbox"/>	US CITIZEN
<input type="checkbox"/> RESIDENT ALIEN	<input type="checkbox"/> NON-RESIDENT ALIEN-(W8) COUNTRY OF RESIDENCE		
EMPLOYER:		OCCUPATION: (CURR OR PREV)	
WHY DID YOU CHOOSE HTSB:		PENLEY	
DO YOU HAVE ACCOUNTS AT OTHER BANKS? YES / NO		CLOSING? YES / NO	
OWNER NAME:		TAX ID#:	
STREET ADDRESS:		PHONE 1:	C / H / W
CITY, STATE, ZIP:		PHONE 2:	C / H / W
BIRTH DATE:		EMAIL:	
DL/ID STATE:	DL/ID#		
ISSUE DATE:	EXPIRE DATE:	<input type="checkbox"/>	US CITIZEN
<input type="checkbox"/> RESIDENT ALIEN	<input type="checkbox"/> NON-RESIDENT ALIEN-(W8) COUNTRY OF RESIDENCE		
EMPLOYER:		OCCUPATION: (CURR OR PREV)	
WHY DID YOU CHOOSE HTSB:		PENLEY	
DO YOU HAVE ACCOUNTS AT OTHER BANKS? YES / NO		CLOSING? YES / NO	
PURPOSE OF THIS ACCOUNT?		<input type="checkbox"/> HOUSEHOLD EXPENSES	<input type="checkbox"/> SAVINGS
OTHER:		<input type="checkbox"/> INVESTMENT	
WHAT FUNDS WILL YOU TYPICALLY DEPOSIT?			
<input type="checkbox"/> PAYROLL	<input type="checkbox"/> SSI / PENSION	<input type="checkbox"/> CASH	<input type="checkbox"/> INVESTMENT
ANY FUNDS DIRECT DEPOSIT (ACH)? YES / NO		<input type="checkbox"/> DOMESTIC	<input type="checkbox"/> FOREIGN
ON A MONTHLY BASIS:			
SEND ACH OR OTHER AUTOMATIC PAYMENTS? YES / NO			
<input type="checkbox"/> MORTGAGE	<input type="checkbox"/> INSURANCE	<input type="checkbox"/> UTILITIES	<input type="checkbox"/> CAR PAYMENT
<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> OTHER		
SENDING / RECEIVING WIRE TRANSFERS? YES / NO		<input type="checkbox"/> DOMESTIC	<input type="checkbox"/> FOREIGN
MAKE DEPOSITS OR WITHDRAWALS OF CASH OVER \$5,000 PER MONTH? YES / NO			
PURCHASE CASHIERS'S CHECKS, GIFT CARDS OR TRAVEL CARDS? YES / NO			



HOME TRUST & SAVINGS BANK

628 MAIN ST • PO BOX 150 • OSAGE, IA 50461-0150
(641) 732-3763 • www.hometrustedbank.com

ACCOUNT OWNER:	
ACCOUNT TYPE:	DATE:
ACCOUNT #:	PORT #:

* Please bring your photo ID, and proof of address.

SIGNER NAME:		TAX ID#:	
STREET ADDRESS:		PHONE 1:	C / H / W
CITY, STATE, ZIP:		PHONE 2:	C / H / W
BIRTH DATE:		EMAIL:	
DL/ID STATE:	DL/ID#		PENLEY
ISSUE DATE:	EXPIRE DATE:		
<input type="checkbox"/> US CITIZEN	<input type="checkbox"/> RESIDENT ALIEN	<input type="checkbox"/> NON-RESIDENT ALIEN: (W8) COUNTRY OF RESIDENCE	
EMPLOYER:		OCCUPATION: (CURR OR PREV)	
SIGNER NAME:		TAX ID#:	
STREET ADDRESS:		PHONE 1:	C / H / W
CITY, STATE, ZIP:		PHONE 2:	C / H / W
BIRTH DATE:		EMAIL:	
DL/ID STATE:	DL/ID#		PENLEY
ISSUE DATE:	EXPIRE DATE:		
<input type="checkbox"/> US CITIZEN	<input type="checkbox"/> RESIDENT ALIEN	<input type="checkbox"/> NON-RESIDENT ALIEN: (W8) COUNTRY OF RESIDENCE	
EMPLOYER:		OCCUPATION: (CURR OR PREV)	
SIGNER NAME:		TAX ID#:	
STREET ADDRESS:		PHONE 1:	C / H / W
CITY, STATE, ZIP:		PHONE 2:	C / H / W
BIRTH DATE:		EMAIL:	
DL/ID STATE:	DL/ID#		PENLEY
ISSUE DATE:	EXPIRE DATE:		
<input type="checkbox"/> US CITIZEN	<input type="checkbox"/> RESIDENT ALIEN	<input type="checkbox"/> NON-RESIDENT ALIEN: (W8) COUNTRY OF RESIDENCE	
EMPLOYER:		OCCUPATION: (CURR OR PREV)	

Close Account Request

Date: _____

Bank Name: _____

Bank Address: _____

To whom it May Concern:

Please close the following (Checking / Savings) account #: _____ and send a check for the remaining balance to the address below.

If you have any questions, please let me know. Thank you for your time and assistance.

Sincerely,

Signature: _____

Printed Name: _____

Co-Signer Signature: _____

Printed Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Change for Direct Deposit

Date: _____

Company Name: _____

Company Address: _____

To Whom it May Concern:

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

Old Bank Name: _____

Old Routing Number: _____

Old Account Number: _____

Please Start making these automatic deposits into my new Home Trust & Savings Bank account.

Home Trust Routing Number: 073903493

Home Trust Account Number: _____

Circle One: Checking / Savings

If you have any questions, please let me know. Thank you for your time and assistance.

Sincerely,

Signature: _____

Printed Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Change for Automatic Withdraw

Date: _____

Company Name: _____

Company Address: _____

To whom it May Concern:

I have recently changed banks and have signed up with Home Trust & Savings Bank. You are currently withdrawing \$ _____ from the following account: _____

Old Bank: _____

Old Routing Number: _____

Old Account Number: _____

For (Payment Reason): _____

On (Date) _____, Please stop making withdrawals from this account on:
(Date) _____, and start making them from my new Home Trust account.

Home Trust Routing Number: 073903493

Home Trust Account Number: _____

Circle One: Checking / Savings

If you have any questions, please let me know. Thank you for your time and assistance.

Sincerely,

Signature: _____

Printed Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____