



Minden Exchange Bank & Trust Co.

Welcome to Minden Exchange Bank & Trust Co.!

We make switching your accounts to Minden Exchange Bank as easy as 1, 2, 3! Our Exchange Kit includes preprinted forms you can use to notify companies of your switch to Minden Exchange Bank. Just fill in the required information and send it off.

Step 1) *Change Automatic Payments*

Simply complete the enclosed "Request to Move Automatic Payment" forms and mail them to those businesses and organizations that electronically deduct payments from your account. Your Minden Exchange Bank Checking account number is provided at account opening, but to make it even easier I'll write it here for you!

Checking Account Number _____

Bank ABA Routing Number: 104901814

Here are a few examples of payments that you might have coming out of your account:

- Mortgage
- Cellular Phone
- Churches
- Cable/Satellite TV
- Club Dues
- Utilities
- Newspaper
- Credit Card Pymts
- Insurance & Investments
- Vehicle/Loan Pymts
- Internet Service
- Charitable Organizations

Step 2) *Change Direct Deposits*

Complete the enclosed "Request to Change Direct Deposit" forms and mail or drop off the form with your employer or other appropriate organization such as:

- Payroll Direct Deposit
- Alimony
- Social Security
- Child Support
- Other Government Payments
- Payment/Transfer from Family Members

Step 3) *Discontinue Using Old Account and Close It*

Begin using your new Minden Exchange Bank checking account today. After all outstanding checks and debit card transactions on your old account have cleared, send the "Please Close My Account" form to your old bank and they will send you a check per your instructions. Some banks require you to return your plastic account cards.

It's really as easy as 1,2,3! Thank you for choosing Minden Exchange Bank & Trust Co. We look forward to serving you!

Thank You!



Request to Move Automatic Payment*

I have moved my checking account to Minden Exchange Bank. Please deduct future payments from the account noted below.

Company Name _____
Account Number at Company _____

I hereby authorize automatic payment from my **NEW** Checking Account Number _____ at Minden Exchange Bank.

Authorized Signature _____
Daytime Phone Number _____ Date _____

Minden Exchange Bank
448 N Minden Ave.
Minden NE 68959
Routing Number: 104901814

*This form goes to all the companies with whom you have automatic withdrawals. Please print additional forms as needed.

_____ *cut here* _____



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Request to Change Direct Deposit

Employer: _____
Employer Address: _____ City _____ St _____ Zip _____

Please direct all future payroll
Deposits to the following account number: _____ Start Date ___/___/___

Financial Institution: Minden Exchange Bank Routing Number: 104901814

Employee Name _____
Address: _____ City _____ St _____ Zip _____

Authorized (Employee) Signature _____ Date _____

Other needed information by employer: _____
*This form goes to your Employer.

cut here



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Employer: _____
Employer Address: _____ City _____ St _____ Zip _____

Please direct all future payroll
Deposits to the following account number: _____ Start Date ___/___/___

Financial Institution: Minden Exchange Bank Routing Number: 104901814

Employee Name _____
Address: _____ City _____ St _____ Zip _____

Authorized (Employee) Signature _____ Date _____

Other needed information by employer: _____
*This form goes to your Employer.

cut here



To Whom it may concern: **Please Close My Account**

Dear: (Financial Institution Name) _____
Account Number to close: _____

Account Owner(s) _____

Address: _____ City _____ St _____ Zip _____

Please send my remaining balance to:
 MY NEW ACCOUNT AT
Financial Institution: Minden Exchange Bank P.O. Box 179 Minden NE 68959 Routing Number: 104901814

Account Number: _____

MY ADDRESS LISTED ABOVE

Authorized Signature _____