



We make it  
**EASY** to  
**SWITCH**

## Welcome to Great Plains State Bank!

*This simple step-by-step guide will assist you with the switch process.*

### **STEP 1**

Start using your new GPSbank account. Don't forget to order checks and a debit card, if needed.

### **STEP 2**

Now that your account is opened, it's a great time to get set-up for online banking, download our free mobile app from the App Store or Google Play, and sign up for E-statements. A GPSbank Customer Service Representative will gladly walk you through this entire process to help make the transition as seamless as possible.

### **STEP 3**

Discontinue using your old account. Keep the account properly funded until all checks have cleared and all automatic deposits and withdrawals have been moved to GPSbank.

### **STEP 4**

Begin moving automatic (electronic) payments to your new account.

- Deposits: Create a list of all companies/individuals that send you money on a regular basis. Use Page 2 as a guide for notifying each sender.
- Withdrawals: bill payments, utility payments, monthly subscriptions, and any other automatic withdrawal (debit) from your account will need to be moved to your new account. Use Page 3 as a guide for notification.

### **STEP 5**

Be sure to notify any key contacts of your new account information – lawyers, accountants, bookkeepers – as appropriate.

### **STEP 6**

Once Steps 1 – 5 are completed, it's time to close your old account.

### **STEP 7**

Protect your bank account from fraud and unauthorized access. Regularly monitor your account activity, review your E-statements and report any suspicious transactions to your branch immediately.



**AUTHORIZATION TO CHANGE INCOMING DEPOSIT**

Complete this form for each employer/organization you have prearranged an incoming deposit with.

Company Name	
Address	
City/State/Zip	

Currently you are automatically depositing to the following account(s):

EXISTING BANK NAME	ACCOUNT NUMBER	ROUTING NUMBER

Please begin depositing my payment into my new Great Plains State Bank account(s):

ACCOUNT TYPE <i>(Checking/Savings)</i>	ACCOUNT #	ROUTING NUMBER	EFFECTIVE DATE
		104112771	

Please accept this notification which authorizes you to begin making automatic deposits to my new Great Plains State Bank account(s) pursuant to the above. If this is not sufficient authorization, please contact me.

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

Address/City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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



**AUTHORIZATION TO CHANGE AUTOMATIC PAYMENT**

Complete this form for each organization you have a prearranged automatic payment with.

The following account has been closed:

Bank Name	
Account Number	
Routing Number	
Effective Closed Date	
Name on Account	

I have opened the following account at Great Plains State Bank:

Account Type (please circle)	Checking      Savings
Account Number	
Routing Number	104112771

*(Attach voided check as applicable.)*

I authorize this automatic Bill Payment/Direct Debit from my Great Plains State Bank account to the following Payee:

Company/Payee Name	
Address	
City/State/Zip	
Effective Date	

*Please accept this notification which authorizes you to begin making automatic withdrawals from my new Great Plains State Bank account. If this is not sufficient authorization, please contact me.*

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

Address/City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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