

Switch Kit Checklist

At First Federal Bank, we give you The Freedom to Bank Smarter. We make it easy to switch your bank accounts with our First Federal Switch Kit. Our checklist is designed to keep you organized and help you through the entire process.

Please feel free to make an appointment with one of our Customer Service Representatives to help you through this process. At this meeting, we will open your account, set up online banking and help you switch your automatic payments and deposits. Please contact us at 262.542.4448 for further information.

Complete the New Account Information Sheet

Open your new account at First Federal Bank

- To find the branch location closest to you:
 - Visit firstfederalofwisconsin.com/convenient-locations
 - Call 262.542.4448 or 800.556.1234

Sign up for First Federal Online Banking and E-statements

- To sign up for online banking, e-mail us your first and last name at banker@firstfederalwisconsin.com and we will email you an application
- Easily track deposits and withdrawals from your new account
- Pay your bills online for free
- View up to 18 months of account history online, anytime

Stop using your old bank account and begin using your First Federal Bank account

- Be sure to leave funds in your former account until all of your checks have cleared and any automatic withdrawals or deposits have been changed to First Federal Bank

Change your automatic withdrawals or payments to your account at First Federal Bank

- Please use one Automatic Withdrawal Authorization Form for each provider
- You may also bring us a list of your payees and companies that credit your account and we will make the change for you
- Some possible automatic withdrawals may include:
 - Gas
 - Cellular Service
 - Gym Membership Dues
 - Cable/Satellite/Internet
 - Mortgage or Other Loan Payments
 - Water
 - Child Support
 - Phone Service
 - Insurance Payments
 - Credit Card Payments

Change your direct deposits to First Federal Bank

- Use the attached Direct Deposit Authorization Form
- Attach a voided First Federal Bank check to this form
- Some possible direct deposits may include:
 - Your paycheck
 - Social Security, pension, retirement or other government deposits
 - Transfers from other financial institutions or accounts

Close your old bank account by notifying your former bank with the Account Closing Request Form

- Once your account is closed, remember to destroy any old checks, deposit slips, ATM or debit cards for security purposes

