

It's easy to make the switch!

FIRST...

Open your new account at First Bankers Trust Company.

SECOND...

Notify everyone with whom you have an electronic payment, withdrawal, or direct deposit, that you have changed to First Bankers Trust Company. We have forms available for you to use that will make this process very easy – our “Authorization for Automatic Payment/Withdrawal” and “Authorization to Change Direct Deposit.”

THIRD...

Close your account at your existing bank. We know that this can sometimes be an uncomfortable thing for you to do, so we have made it easy with our “Request to Close Account” letter. Just print this letter, complete it, and mail it to the financial institution where you will be closing your account.

Finally: If you would like help in completing any part of this process, please contact one of our convenient locations and they will be happy to assist you in accomplishing this move. Welcome to First Bankers Trust Company – we're glad you are joining us!



(877) 228-8001 | firstbankers.com



Quincy | Carthage | Macomb | Mendon | Rushville | Springfield



REQUEST TO CLOSE ACCOUNT

To Whom It May Concern: Please use this letter as notification to close the following account(s) which are presently at your financial institution.

Financial Institution _____

Account #1: checking savings other _____ **Account #** _____

Account #2: checking savings other _____ **Account #** _____

Account #3: checking savings other _____ **Account #** _____

Any remaining funds should be sent to me/us at:

Street Address _____

City _____ State _____ Zip _____

Phone _____

Thank you for your assistance.

Name (please print) _____

Signature _____ Date _____

AUTHORIZATION FOR AUTOMATIC PAYMENT/WITHDRAWAL

Name of Company/Business _____ Date _____

This letter is to inform you that I am changing financial institutions, and therefore, my account information needs to be changed/updated.

Please stop my automatic payment/withdrawal:

Financial Institution _____

Type of Account: Checking Savings Account # _____

Amount of Payment/Withdrawal _____ Effective Date _____

Please begin to debit my new account for the payment/withdrawal from:

Financial Institution: **First Bankers Trust Company**

Routing Number: **081200586**

Type of Account: Checking Savings Account # _____

Amount of Payment/Withdrawal _____ Effective Date _____

The last transaction from:

_____ will be on ____ / ____ / 20 ____ ;
(old financial institution)

and the first one from my:

First Bankers Trust Company account _____ will be on ____ / ____ / 20 ____ .

If you should have any questions, please contact me.

Name (please print) _____ Signature _____

Street Address _____ Phone _____

City _____ State _____ Zip _____

NOTE: Remember to attach a voided check from your new account.

AUTHORIZATION TO CHANGE DIRECT DEPOSIT

Name of Company/Business _____ Date _____

To Whom It May Concern:

Effective (date) _____, please stop my direct deposit into account:

Account # _____ Financial Institution _____

Effective (date) _____, please send my direct deposit to my new account.

The following is the information you will need:

Financial Institution: **First Bankers Trust Company**

Routing Number: **081200586**

Type of Account: Checking Savings

Account # _____

A voided check from my new account is attached to this request for verification.

Name (please print) _____ Signature _____

Street Address _____ Phone _____

City _____ State _____ Zip _____