

THANK YOU FOR CHOOSING FIRST MERCHANTS BANK!

WELCOME TO FIRST MERCHANTS BANK.

Switching your checking account to First Merchants Bank is easy, and this switch kit will help you make the transition as effortless as possible.

Our checking accounts were created to simplify your banking experience, and reward you for the things you already do.

Deposit a check from your smartphone, stop by a banking center to talk with a team member, send a text to see your balance and so much more - when you bank with First Merchants Bank, there is always a convenient way to access your money.

THIS KIT INCLUDES THE FOLLOWING FORMS TO HELP YOU SWITCH YOUR ACCOUNT TO FIRST MERCHANTS.

- Account Balance worksheet
- Notify of Change form
- Auto Payment Change Notice
- Direct Deposit Change Notice
- Checking Closure Notice
- New Account Checklist

Visit
[FIRSTMERCHANTS.COM/CHECKING](https://www.firstmerchants.com/checking)
to learn more

FIVE SIMPLE STEPS

1. **Open your new account.**

Open a new account online or stop by in person at one of our banking center locations.

2. **Balance your old account and stop using it.**

Let all outstanding checks clear and leave enough to cover any automatic payments that may still clear. See the Account Balance Worksheet or one of our professionals for assistance. Cancel and cut up your ATM /Debit card. You will also want to shred your old deposit slips and checks.

3. **Switch automatic payments and deposits.**

Identify any direct deposits, automatic withdrawals and automatic payments linked to your account. See the Automatic Transfer Checklist. To redirect your automatic payments

complete and mail an Automatic Payment Change or Direct Deposit Change Notice for each vendor. If you'd like assistance, we'd be happy to help.

4. **Close your old accounts.**

Once your checks have cleared and your automatic payments have been changed to your new First Merchants Bank account, fill out and sign the Request to Close Account form.

5. **Activate the free features of your account.**

Now that your account is all set up don't forget to activate all of the features of your checking account. Enroll in Online Banking, download our Mobile App, activate your Debit Card and download the MoneyPass app just to name a few!

Important Information:

To help the government fight the funding of terrorism and money laundering activities, the law requires all institutions to obtain, verify, and record information that identifies the person who opens an account. When you open an account we will ask to see your driver's license or other identifying documents. Some companies require the use of their own forms to initiate the switch. In order to facilitate this from your previous account to your new account, please plan to provide your current banking information, including a previous bank statement and forms supplied to you by your employer or party originating the debit or credit.

THE STRENGTH OF BIG. THE SERVICE OF SMALL.

FIRSTMERCHANTS.COM | 1.800.205.3464



First Merchants Bank



ACCOUNT BALANCE WORKSHEET

Use this form to help you balance your account before closing.

Beginning with the account balance shown on your most recent bank statement, balance your existing account.

1. Balance from your most recent bank statement.

\$

2. List deposits since statement closing date.

Date	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Deposits \$

3. List all checks, debit card purchases, ATM withdrawals, automatic debits and bank fees since your last statement

Date	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Debits \$

4. Total any automatic debits you have scheduled for the next 10 business days including bank service charges.

\$

5. Add Step 1 and 2 then subtract 3 and 4. This is the amount you need to remain in the account.

\$

6. Excess funds to be transferred to new account.

\$

COMPANIES TO NOTIFY OF CHANGE

Use this form to help identify the companies you may need to notify about changing automatic transactions linked to your checking account.

AUTOMATIC DEPOSITS	ADDRESS/OTHER ACCOUNT INFORMATION
PAYROLL	_____
GOVERNMENT DEPOSIT	_____
TRANSFER FROM OTHER BANKS	_____
OTHER:	_____

AUTOMATIC DEBITS	ACCOUNT NUMBER	ADDRESS
INSURANCE	_____	_____
LOAN PAYMENTS	_____	_____
TRANSFERS TO OTHER BANKS	_____	_____
GAS	_____	_____
ELECTRIC	_____	_____
TELEPHONE	_____	_____
WATER	_____	_____
CABLE	_____	_____
OTHER:	_____	_____

QUESTIONS? | CALL 1.800.205.3464
VISIT FIRSTMERCHANTS.COM



AUTOMATIC PAYMENT/WITHDRAWAL CHANGE NOTICE

Use this form to help you
change your automatic
payments.

NAME _____ DATE _____

ACCOUNT OR IDENTIFICATION NUMBER _____

NAME OF COMPANY OR AGENT _____

STREET _____ CITY _____ STATE _____ ZIP _____

PREVIOUS FINANCIAL INSTITUTION

NAME OF INSTITUTION _____

ACCOUNT NUMBER _____

STREET _____ CITY _____ STATE _____ ZIP _____

NEW FINANCIAL INSTITUTION



FIRST MERCHANTS BANK
200 E. JACKSON STREET
MUNCIE, IN 47305
765.747.1500

ROUTING NUMBER: 074900657

I HERBY AUTHORIZE YOU TO RE-DIRECT FUTURE AUTOMATED PAYMENT WITHDRAWALS TO MY
NEW CHECKING ACCOUNT EFFECTIVE ____/____/____.

NAME _____

CHECKING ACCOUNT NUMBER _____

SIGNATURE _____ DATE _____

QUESTIONS?

CALL 1.800.205.3464
VISIT FIRSTMERCHANTS.COM

DIRECT DEPOSIT CHANGE NOTICE

Give this form to your employer to
change your direct deposit.

NAME _____ DATE _____

SOCIAL SECURITY NUMBER _____

NAME OF COMPANY OR AGENT _____

STREET _____ CITY _____ STATE _____ ZIP _____

ACCOUNT NUMBER _____

PREVIOUS FINANCIAL INSTITUTION

NAME OF INSTITUTION _____

ACCOUNT NUMBER _____

STREET _____ CITY _____ STATE _____ ZIP _____

NEW FINANCIAL INSTITUTION



FIRST MERCHANTS BANK
200 E. JACKSON STREET
MUNCIE, IN 47305
765.747.1500

ROUTING NUMBER: 074900657

I HERBY AUTHORIZE YOU TO RE-DIRECT FUTURE AUTOMATED DIRECT DEPOSITS TO MY **NEW**
CHECKING ACCOUNT EFFECTIVE ____/____/____.

NAME _____

CHECKING ACCOUNT NUMBER _____

SIGNATURE _____ DATE _____

QUESTIONS?

CALL 1.800.205.3464
VISIT FIRSTMERCHANTS.COM

CHECKING ACCOUNT CLOSURE NOTICE

Give this form to your previous bank
to close the account.

NAME _____ DATE _____

SOCIAL SECURITY NUMBER _____

JOINT OWNER (IF APPLICABLE) _____

JOINT OWNER SOCIAL SECURITY NUMBER (IF APPLICABLE) _____

PREVIOUS FINANCIAL INSTITUTION

NAME OF INSTITUTION _____

ACCOUNT NUMBER _____

STREET _____ CITY _____ STATE _____ ZIP _____

I HERBY AUTHORIZE YOU TO CLOSE MY ACCOUNT AND MAIL ADDITIONAL FUNDS TO THE
ADDRESS BELOW EFFECTIVE ____/____/____.

NAME _____

ADDRESS _____

SIGNATURE _____ DATE _____

QUESTIONS? | CALL 1.800.205.3464
VISIT FIRSTMERCHANTS.COM

NEW ACCOUNT CHECK LIST

Our checklist makes it simple and stress-free to make the switch to your new checking account.

Account Number:

Routing Number:

074900657

IMPORTANT CONTACT INFORMATION

My Banker's Name:

Phone Number:

Email Address:

Customer Service Phone Number:

1.800.205.3464

Telephone Banking Phone Number:

1.800.473.5055

SET UP YOUR NEW ACCOUNT

- Deposit funds into new account
- Enroll in Online Banking:
Username _____
- Add a bill pay (need payee names, addresses & account #s)
- Enroll in eStatements
- Set up Overdraft Protection
Linked to account: _____
- Enroll in Gold Standard Rewards™
goldstandardrewards.com
- Complete direct deposit form
- Close previous checking accounts
 - Stop automatic payments (e.g. PayPal, Amazon, other):

 - Change direct deposits (e.g. paycheck, Social Security, other):

- Verify transactions have cleared

SET UP ADDITIONAL ACCESS

- Activate debit card
- Download mobile app to your device
- Download MoneyPass app
- Setup Apple Pay or Samsung Pay
- Order checks

ADDITIONAL RECOMMENDATIONS

- Schedule deposit account review
Appt. time: _____
- Schedule loan account review
Appt. time: _____
- Schedule investment account review
Appt. time: _____
- Set up Personal Finance Manager in Online Banking
- Rent Safe Deposit Box
- Other _____



**Find Banking
Center Locations:**

FIRSTMERCHANTS.COM/LOCATIONS

QUESTIONS? | CALL 1.800.205.3464
VISIT [FIRSTMERCHANTS.COM](https://www.firstmerchants.com)