

MAKE THE SWITCH CHECKLIST

Moving your accounts to Ozarks Federal has never been easier! Simply refer to the following guide to make your safe, secure switch easy and convenient. For assistance, please contact any of the account specialists at our five convenient locations. We're here to help you every step of the way!



- To close an account and transfer any remaining funds, you will need:
 - Recent bank statement with your old account number(s)
 - New Ozarks Federal account number(s)
 - Ozarks Federal routing number: 281972931
 - Form #1 – Account Closing Notification (*provided by Ozarks Federal*)
 - Follow up to ensure all checks have cleared on your old account
 - Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties

- To change your payroll or direct deposit you will need:
 - Recent bank statement with your old account number(s)
 - New Ozarks Federal account number(s)
 - Ozarks Federal routing number: 281972931
 - Form #2 – Direct Deposit Request (*provided by Ozarks Federal*)

- To change your Social Security Direct Deposit, you will need:
 - New Ozarks Federal account number(s)
 - Ozarks Federal routing number: 281972931
 - Social Security Administration toll-free number 1-800-772-1213

- To change your automatic payment or withdrawal, you will need:
 - Recent statement from vendor
 - Ozarks Federal account number(s)
 - Ozarks Federal routing number: 281972931
 - Form #3 – Automatic Payment Request (*provided by Ozarks Federal*)
 - To complete a separate form for each vendor that debits money from your account

- To discuss transferring an existing loan, you will need:
 - Recent loan statement with loan account number and balance remaining
 - Form #5 – Loan Transfer Worksheet (*provided by Ozarks Federal*)

- To transfer a 401K or other retirement account, you will need:
 - Recent account statement
 - Contact information for your employer, former employer, or other institution
 - New Ozarks Federal account number(s)

FORM #1

ACCOUNT CLOSING NOTIFICATION

Please accept this letter as authorization to close my account(s) with your institution. Please close the account(s) listed below.



To:

Bank Name _____

Bank Address _____

Bank City, State and Zip _____

Account Number _____

Checking Savings Money Market Other

Account Number _____

Checking Savings Money Market Other

Account Number _____

Checking Savings Money Market Other

Please send any remaining funds in the accounts listed to the following address:

Ozarks Federal Savings and Loan, 2 E. Columbia, Farmington, MO 63640

Deposit Instructions:

Deposit entire amount to checking account # _____

OR

Deposit \$ _____ to savings account # _____ AND
the remainder to checking account # _____.

From:

Name(s) _____

Address _____

City, State, and Zip _____

Telephone # _____ Social Security # _____

I authorize:

- The listed entity to close the account(s) listed here.
- The transfer of my funds to my Ozarks Federal checking and/or savings account(s) as indicated.
- Ozarks Federal to credit deposits to my account(s) as specified.

Signature _____

Date _____

FORM #2

DIRECT DEPOSIT REQUEST

Please accept this letter as notification that I have established a new checking and/or savings account at Ozarks Federal. I would like my paycheck to be automatically deposited to my Ozarks Federal account according to the instructions below.



To: Payroll Department

Employer/Company Name _____

From: _____

Subject: Payroll Direct Deposit

Date: _____

- Establish Direct Deposit
- Change my existing Direct Deposit

Deposit Instructions:

- Deposit entire amount to checking account # _____ OR
- Deposit \$ _____ to savings account # _____ AND
the remainder to checking account # _____.

Ozarks Federal Routing Number: 281972931

I authorize:

- The listed employer/company to change deposits of my funds to my Ozarks Federal check or savings account.
- Ozarks Federal to credit funds to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature _____

Date _____

FORM #3

AUTOMATIC PAYMENT REQUEST

Please accept this letter as notification that I have established a new checking and/or savings account at Ozarks Federal. I would like the following payment to be automatically debited from the Ozarks Federal account listed below.



- Establish Automatic Payment
- Change my existing Automatic Payment

Automatic Payment Information:

Company Name: _____

Company Account #: _____

Payment Amount: \$ _____

Personal Information:

Name: _____

Mailing Address: _____

City, State, and Zip: _____

Daytime Phone #: _____

Bank Account Information:

Account Type:

Checking Savings Money Market

Ozarks Federal Account #: _____

Ozarks Federal Routing Number: 281972931

I authorize:

- The company listed to initiate withdrawal of my funds from the above Ozarks Federal account.
- Ozarks Federal to debit funds from my account.
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature _____

Date _____