

Switching banks is as easy as 1-2-3 when you make the switch to Rushville State Bank.

1

Select and open a New deposit account with Rushville State Bank.

2

Compile a listing of direct deposit and automatic payments from your current account. All will need to be contacted with new bank routing and account information. Print listings of Online Bill Pay Service payees, if applicable, from your current provider.

3

Confirm all automatic transactions have transitioned to your new Rushville State Bank account and all checks have cleared your prior account before closing.

Contact our New Account Representatives at anytime, in person or by phone, at 217-322-3323 or at 100 E. Lafayette Street, Rushville, IL to discuss any questions you may have about your new account and the easy 1-2-3 process to make the switch.

It really is that easy!

STEP 1:

Whether you are new to Schuyler County or just new to Rushville State Bank, we WELCOME you as a customer and look forward to serving your Banking needs now and in the future.

With assistance from our knowledgeable New Account Representatives, select a deposit account type that will meet your needs and establish your new account.

When you plan your visit to the Bank to open your account, please bring the following items with you for each party that will be an owner or authorized signer on the account in addition to the minimum deposit required for the account you choose:

- **Two forms of identification for each party:**
 - Primary* — Unexpired Government Issued Photo Identification (Drivers License, State Identification Card, FOID Card, Military Identification, Passport plus Social Security Card)
 - Secondary* — Certified Birth Certificate, Voter Registration Card, Credit/Debit Card
- **Name and Address for each party** — bring proof of address (mailed item) if the address on your identification documents is not current
- **Social Security / Tax Identification Number for each party**
- **Date of Birth for each party**
- We reserve the right to ask for additional documents to verify the identity of account owners and authorized signers.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver’s license or other identifying documents.

STEP 2:

Compile a listing of your direct deposits and automatic payments you have on your current deposit account. All will need to be contacted with your new account and bank information.

Direct Deposit Examples

- Payroll/Employers
- Retirement Plans
- Investments
- Social Security/SSI/Disability
- Military/Veterans Benefits

Automatic Payment Examples

- Mortgage / Auto / Student Loans
- Utility / Telephone / Satellite/
- Cable Companies
- Insurance Companies (Home, Auto, Life)
- Investment/Annuity Contributions
- Credit Card Payments
- Online Services/Websites
- Subscriptions
- Club Memberships
- Rent Payments

Make note of the method of payment : routing number/account number or your current debit card account number. All payers and payees will need to be contacted with new account and/or debit card information. Review your billing statement or other correspondence for contact information.

If you currently use an Online Bill Payment Service with your account, print out payee billing information for reference to input into our Bill Payment Product.



**Account
“Switch to Us” Kit**

STEP 3:

Prior to closing your current account, ensure that all outstanding checks have cleared your account and that all direct deposits and automatic payments have made the transition to the new account. Contact your current Bank to ensure your account has been closed in their records. We have included an account closing form you can mail to your prior bank if you wish or if they require a statement in writing.

If you have checks and debit cards on your prior account, please dispose of them by shredding or otherwise destroying. You may also bring them to us for secure disposal.

If we can assist you with any of these steps, please contact one of our friendly and knowledgeable new account staff members.

**We WELCOME you to Rushville State Bank
and look forward to a long lasting relationship with you.**

RUSHVILLE STATE BANK
100 E. LAFAYETTE STREET, P.O. BOX 50
RUSHVILLE, IL 62681
(217) 322-3323

www.rushvillestatebank.com

Find us on 



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 OWNER INFORMATION

Account #1 Account # _____

Account #2 Account # _____

Account #3 Account # _____

The remaining funds in these accounts should be sent to me at the following address:

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ Day / Evening (circle one)

Thank you for your assistance:

Account Owner Name (print): _____

Account Owner Signature: _____ Date: _____

Information Gathering Resource: Automatic Payments

You may use this form to record information for companies that will be making automatic deductions from your new Rushville State Bank account, including when and how you requested the change, as well as your preferred method of payment.

Automatic Payments – Companies that make automatic deductions from your account:

| Payment | Company | Account Number | Amount | Payment Date |
|---------------------------------|---------|----------------|--------|--------------|
| Auto Loan | | | | |
| Charities | | | | |
| Credit Card(s) | | | | |
| Day Care | | | | |
| Department Store Credit Card(s) | | | | |
| Electric Bill | | | | |
| Garbage/Trash Removal | | | | |
| Gas / Oil / Fuel | | | | |
| Health Club | | | | |
| I-Pass | | | | |
| Insurance | | | | |
| Internet Service | | | | |
| Investments | | | | |
| IRA / Retirement | | | | |
| Mobile Phone | | | | |
| Mortgage / Rent | | | | |
| Other Loan(s) | | | | |
| Other Payments | | | | |
| Telephone | | | | |
| TV & Streaming Services | | | | |
| Tuition / School Expenses | | | | |
| Water / Sewer | | | | |

Information Gathering Resource: Direct Deposits

You may use this form to record information for companies that will be making automatic deposits into your new Rushville State Bank account.

Direct Deposit – Companies that make automatic deposits into your account:

| Payment | Company | Account Number | Amount | Payment Date |
|----------------------------|---------|----------------|--------|--------------|
| Dividend Income | | | | |
| Interest Income | | | | |
| Investment Income | | | | |
| Military Pay | | | | |
| Payroll | | | | |
| Pension or Retirement Plan | | | | |
| Social Security | | | | |
| V.A. Compensation | | | | |

Helpful Phone Numbers & Websites

| Agency | Phone Number | Website |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------|
| Social Security Administration * Visit www.ssa.gov/locator to find the address and contact info for the nearest SSA office location. | (800) 772-1213 | www.ssa.gov |
| Department of Veterans Affairs | (800) 827-1000 | www.va.gov |
| Office of Personnel Management | (888) 767-6738 / Retirement Services | www.opm.gov/retirement-services/ |
| Railroad Retirement Board | (877) 772-5772 / RRB Natl. Telephone Svc. | www.rrb.gov |