



SWITCH KIT

A Step-By-Step Guide To Changing Banks





Welcome!

Thank you for choosing First Bank of Berne as your new banking partner. We know you have a choice when it comes to your banking and feel honored you have put your trust in us. This guide was created to help you navigate through the process of switching over your accounts.

It is our goal to make the transition as simple and easy as possible. Please review the information and forms and let us know of any questions you might have.

For help or assistance with the guide please visit your local banking center or give us a call 800-589-7848.





At First Bank of Berne, we strive to make banking easy. Follow the simple steps outlined below as well as the provided forms to help you transition your banking relationship, payments and deposits.

1 OPEN NEW ACCOUNTS

If you have not already opened your new account you can do so by stopping by any of our convenient locations. We have a variety of checking accounts each designed for the way you prefer to manage your money. We also suggest opening a savings account and start a savings plan to help you achieve what's coming next in your life.

2 STOP USING YOUR OLD ACCOUNT

Be sure to leave enough money in your existing account to cover any outstanding items and then transfer the remaining balance to your new First Bank of Berne account. Replace your current debit card with your new one and stop writing checks from your previous account.

3 SET UP DIRECT DEPOSIT

Use the enclosed form to set up or change any direct deposits you have established. You will need to fill out individual forms for each direct deposit you have. You may also need to provide a voided check with the form

4 CHANGE AUTOMATIC PAYMENTS

Any automatic payments you have set up will also need to be changed. Use the enclosed form to update and change any payments that are automatically drafted from your accounts.

5 CLOSE YOUR OLD ACCOUNT

Once all your old checks have cleared and you have updated direct deposits and automatic payments, use the enclosed form to close your old account(s) with your former bank.

6 ENJOY THE CONVENIENCE

As a First Bank of Berne customer, you can enjoy all the benefits that come with convenience banking. Online Banking, Mobile Banking, Online Bill Pay, and POPMoney® make it easier than ever to handle all your banking needs from your computer, tablet or phone.



As a new First Bank of Berne customer you will love all the benefits and conveniences we offer through online and mobile banking. You can bank on your terms from anywhere you have internet access. From checking your balance, depositing a check or paying a friend, we make accessing your money as easy as ever.



ONLINE BANKING & BILL PAY

Now it's easier than ever to handle all your banking needs from virtually anywhere, 24 hours a day/seven days a week – including paying bills from your computer, smartphone or tablet.



MOBILE BANKING

Easily access and manage your accounts on your smartphone with our mobile app, 24 hours a day/seven days a week – all in the palm of your hand.



MOBILE DEPOSIT

Deposit checks directly into your account through our mobile banking app. Just snap a photo of the check and after a couple quick clicks, it's money in the bank.



POPMONEY®

This innovative personal payment service eliminates the hassles of writing checks or dealing with cash – and you can do it with just an email address or cell phone number.



PERSONAL CHECK CARD

A personal Visa Check card is more convenient than carrying cash and faster than writing checks.



E-STATEMENTS

E-Statements are environmentally friendly and provide you with the exact same level of detail as a paper statement. The “E” stands for easy.

DIRECT DEPOSIT



Please provide this form to your employer. You may make copies of this form to use as necessary.

I am moving my checking and/or savings account(s) to First Bank of Berne. Please change my direct deposit payroll payments to the account(s) below.

PERSONAL INFORMATION

Name _____

Street Address _____ City _____ State/Zip _____

Phone _____

Employer _____

Social Security Number _____ - _____ - _____

BANKING AND ACCOUNT INFORMATION

First Bank of Berne

222 Heritage Trail

Berne, IN 46711

Routing Number: 074905474

Checking Account Number _____

☐ Full

☐ Partial \$ _____

Savings Account Number _____

☐ Full

☐ Partial \$ _____

I authorize this change to my direct deposit preferences.

Signature _____ Date _____

AUTOMATIC PAYMENT



Please submit this form to any company that receives automatic payments from your previous checking or savings account. You may make copies of this form to use as necessary.

I am moving my checking and/or savings account to First Bank of Berne. Please change my automatic payment preferences to reflect this change.

PERSONAL INFORMATION

Name _____

Street Address _____ City _____ State/Zip _____

Phone _____ Email _____

Effective ____ / ____ / ____

Please change my payment for account number _____ in the amount of \$ _____

to be deducted from:

First Bank of Berne

222 Heritage Trail

Berne, IN 46711

Account number _____

Routing Number: 074905474

PREVIOUS FINANCIAL INFORMATION

Account number _____ Amount of payment \$ _____

I authorize this change to my automatic bill pay preferences.

Signature _____ Date _____

CLOSING AN OLD ACCOUNT



Please send this form to the financial institution where you currently have an account. You may make copies of this form to use as necessary.

I am moving my account to another financial institution.
Please close my existing account below.

PERSONAL INFORMATION

Name _____
Street Address _____ City _____ State/Zip _____
Phone _____ Email _____

THE FOLLOWING ACCOUNT SHOULD BE CLOSED IMMEDIATELY.

Financial institution _____ Account number _____

Select one:

- ☐ Please mail the balance of my account to my home address on file.
☐ Please transfer the balance of my account to be deposited in my new account at:

First Bank of Berne

222 Heritage Trail

Berne, IN 46711

Account number _____

Routing Number: 074905474

I authorize the closing of this account.

Signature _____ Date _____



We believe **IN THE VALUE OF PEOPLE.**

We understand that it's people that make the difference. It's more than just words. It's what we believe. It's how we live our lives and conduct business everyday. We value the relationships we have with our customers and the trust they place in us every day.

BERNE

Berne Branch

1105 North U.S. Hwy 27
Berne, IN 46711
260-589-2670

Swiss Village

1350 W. Main Street
Berne, IN 46711
260-589-2401

BLUFFTON

404 N. Main Street
Bluffton, IN 46714
260-824-9982

DECATUR

1111 S. 13th Street
Decatur, IN 46733
260-728-2727

KOKOMO

1936 South Dixon Road
Kokomo, IN, 46902
765-459-4171

PERU

915 W. Main St.
Peru, IN, 46970
765-472-1991

PORTLAND

185 Industrial Drive
Portland, IN 47371
260-726-2133

VAN WERT

102 Christopher Crossing
Van Wert, OH 45891
419-232-2222

Member FDIC



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