



Switch to Central Federal

It's Quick and Easy!

We're pleased you've decided to switch and want to enjoy the great service and friendly bankers at Central Federal. We pledge you'll always receive prompt, personal service, provided by people who know you.

Changing banks can be a big decision and a real challenge. That's why your Central Federal bankers have designed the Easy Switch Kit to guide you step-by-step through the move. This Kit includes several worksheets and forms that will make things much easier and expedite the process.

STEP 1 – OPEN YOUR NEW CENTRAL FEDERAL BANK ACCOUNT

Organize your personal information, open your Central Federal account, and switch from your old bank. We'll help you step by step. A New Accounts Representative will advise you on the accounts and services to fit your needs and lifestyle. [Click here](#) to view our selection of checking accounts or [click here](#) for savings accounts.

Just follow the steps below to make the switch easy.

- **Organize information you will need**

Gather your account information and enter it on the Easy Switch Kit Account Information Worksheet-Form A (below) designed specifically for this purpose.

- **Open your Central Federal accounts**

Once you've gathered together the information for your accounts, any of our Personal Bankers will be happy to assist you with your new account opening. To contact us, [click here](#).

- **Use your new Central Federal account immediately**

Once your new account is funded, you can begin using your account. Your check order and Central Federal debit card will be sent to you in about a week.

- **Enroll online for mobile banking**

As soon as your new account is open, you can enroll for our online banking services by clicking on the Online tab.

Remember: Don't forget to leave enough funds in your old account to cover any outstanding checks or automatic payments. Our next steps will help you switch any automated payments and direct deposits to your new account.

STEP 2 – TRANSFER DIRECT DEPOSITS & AUTOMATIC PAYMENTS

This is one of the most important aspects of making a smooth switch. It's a good idea to have a few recent bank statements available to review the automated transactions you need to move. We've provided new account notification forms for you to use to notify your employer, other direct depositors and any vendors you have authorized to charge your account:

- Form B - Direct deposits from your employer, retirement plan, or other sources of income such as Social Security need to be transferred to your new account.



- Form C - Automated payments for insurance, utilities and other transactions you have authorized are easy to remember with our convenient Payments Worksheet.
- If you are using Online Bill Payment, don't forget to print a list of your current Payees (and your Payment History). Our online banking portal can handle all of your recurring and one-time online bill payment needs.
- For personal assistance by phone call 573-364-1024 or stop by our office at 210 W 10th St., Rolla, MO.

STEP 3 – CLOSE YOUR OLD ACCOUNT

Your Central Federal Account is ready to go, so it's time to close your old account.

- Confirm that all outstanding checks have cleared on your old account.
- Verify that your direct deposits have been redirected to your new account.
- Check with any payees who have not redirected your automatic payments.
- Use Form D to notify your old bank that you are closing your account.

Review

Step 1: Complete our [New Account Information – Form A](#), so we'll have what we need to help open your account(s). Then, stop by one of our offices with your Switch Kit forms to select your check style, present identification, and sign a signature card, so we can open your account and prepare your debit cards.

Step 2: Send the [Payroll Deposit Authorization – Form B](#) to your employer and other sources, so your funds can be automatically deposited to your account. If you already have Direct Deposits going elsewhere, you can also use this form to switch them to your new account with us.

Step 3: Complete an [Automatic Payment Request – Form C](#) and send it to each of your creditors to switch any automatic payments so they'll come out of your new account with us.

Step 4: Use our [Account Closure – Form D](#) to notify your other bank to close your account and give directions for the disbursement of any remaining funds. Make sure that all of your checks have cleared BEFORE you close your old account.