

Getting Started



Identify the direct deposits and deductions that you'll be switching to **LEGACY BANK**.

1. Your **Legacy Bank Customer Service Representative** is _____ at the _____ **Branch**.

Branch phone number is _____.

2. For your reference, your new:

LEGACY BANK Account Number is _____

ABA Routing Number is 101107886

Address is 3711 N. Ridge Rd. Wichita, KS 67205

3. Please use the table below to record your direct deposits or deductions:

Direct Deposits

Date	Company Name	Account Number	Deposit Amount*

Automatic Deductions

Date	Company Name	Account Number	Deduction Amount*

*Amounts may vary

4. Your previous account number and ABA routing number are:

Former Bank Name _____

Former Account # _____

Former ABA Routing # _____

Did You Know?...

Your **ABA Routing Number** is the first group of nine (9) numbers found at the bottom of a personal check.

...**Direct Deposits** are recurring credits automatically deposited into your account on a regular basis (i.e. payroll, social security, alimony, dividend, or disability payments).

...**Automatic Deductions** are recurring payments automatically withdrawn from your account on a regular basis (i.e. mortgage payments, gym membership fees or insurance premiums).

...A list of common Automatic Deductions:

- Westar Energy 1.800.383.1183
- Black Hills Energy 1.888.890.5554
- Sedgwick County Electric Coop
316.542.3131
- Kansas Gas Service 1.800.794.4780
- Cox Cable 1.866.961.0027
- City of Wichita 316.265.1300

...In order to complete the switch to **LEGACY BANK**, you will need to contact the companies you have listed to the left and make them aware of your new banking relationship. They may require additional documents.



Direct Deposits



Now let everyone know that you have a new bank, including anyone who makes recurring direct deposits to your account, and have them redirect your deposits into your new **LEGACY BANK** account.

It's as easy as 1-2-3:

1. Complete a separate form for each recurring direct deposit. Don't forget to sign and date the form below.
2. Attach a voided check from your new **LEGACY BANK** account.
3. Send this form to each company that is currently authorized to make deposits to your account.

Company Name _____

Company Address _____

To Whom It May Concern:

I recently changed banks and request that my direct deposit be transferred to my new account at **LEGACY BANK**. My information is as follows:

My name as it appears on your records _____

My existing account information as it appears on your records _____

My Address _____

My Phone Number _____

Please switch my direct deposits to this account: Checking Savings

LEGACY BANK Account Number _____

LEGACY BANK ABA Routing Number is **101107886**

Effective: Immediately

On ___/___/___

Address: 3711 N. Ridge Rd.
Wichita, KS 67205

I hereby authorize the above listed company to initiate deposits of funds from my **LEGACY BANK** account. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until I send written notice to cancel. It is understood that any such payments so forwarded to which I am not entitled shall be returned to the extent there are funds in my account(s).

Signature _____ Date _____

Things to Consider:

- Direct deposits can take up to three deposit periods before they appear in your **LEGACY BANK** account.
- Confirm your direct deposit is being deposited into your new **LEGACY BANK** account before closing your old account.
- Always check the status of your **LEGACY BANK** account by reviewing your statement, checking your account online at www.legacy-bank.com or speaking with your Customer Service Representative at 316.260.3711
- Some companies or organizations, like the Social Security Administration (1.800.772.1213), may require a special form. Please contact the company or income source to make sure that no other forms are required.



Automatic Deductions



Next, notify anyone who automatically deducts funds from your account, that you would now like deductions to be made from your new **LEGACY BANK** account.

It's as easy as 1-2-3:

1. Complete a separate form for each recurring automatic deduction. Don't forget to sign and date below.
2. Attach a voided check from your new **LEGACY BANK** account.
3. Send this form to each company that is currently authorized to make deductions from your account.

Company Name _____

Company Address _____

To Whom It May Concern:

I recently changed banks and request that my automatic deduction be transferred to my new account at **LEGACY BANK**. My information is as follows:

My name as it appears on your records _____

My account number as it appears on your records _____

Address _____

My Phone Number _____

Checking Savings

Please switch my automatic deductions to this account:

LEGACY BANK Account Number _____

LEGACY BANK ABA Routing Number is **101107886**

Effective: Immediately
 On ___/___/___

Address: 3711 N. Ridge Rd.
Wichita, KS 67205

I hereby authorize the above listed company to initiate withdrawals of funds from my **LEGACY BANK** account. It is agreed that these withdrawals and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until I send written notice to cancel.

Signature _____ Date _____

Things to Consider:

- Confirm your automatic deduction is being withdrawn from your new **LEGACY BANK** account before closing your old account.
- Automatic deductions should take effect within two withdrawal periods.
- Some companies or organizations may require a special form. Please contact the company to make sure that no other forms are required.
- Always check the status of your account by reviewing your **LEGACY BANK** statement, checking your account online at www.legacy-bank.com or speaking with your Customer Service Representative.

04-2014

Member FDIC



Closing Your Old Account



Follow these easy steps:

1. Complete a separate form for each account to be closed. Don't forget to sign and date below.
2. Send this form to your former bank after all of your existing activity has cleared and recurring direct deposits and automatic deductions have been switched to **LEGACY BANK**.*

Former Bank Name _____

Name - Primary Account Holder

Name - Secondary Account Holder

Address _____

To Whom It May Concern:

Please close my bank account as described below: **Effective** Immediately
 On ____/____/____

Account Information

Name on account _____

Account Number _____ Checking Savings Money Market

Please send the balance of this account by: ACH* Official Check*
(Select one option)

Wire Transfer* to**:

LEGACY BANK
Attn: New Accounts
3711 N. Ridge Rd.
Wichita, KS 67205

My Legacy Bank account via wire transfer
_____ ABA #101107886
Account Number

Address of primary account holder shown above

If you have any questions, please contact me at _____

Signature _____ Date _____

Signature _____ Date _____

(if needed)

Things to Consider:

• Once all outstanding checks have cleared and direct deposits and automatic deductions are being processed through Legacy Bank accounts, you're ready to close your old accounts.

• Your old bank may require additional forms or a written request to close accounts. Contact your old bank to make sure no other forms are required.

Wire Transfer Instructions*

Receiving Bank:
LEGACY BANK
ABA# 101107886

• Always check the status of your account by reviewing your **LEGACY BANK** statement, checking your account online at www.legacy-bank.com or speaking with your Customer Service Representative.

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*Fee(s) may apply

**Additional Wire Form Upon Request