Switch to Dacotah Bank

GO **DACOTAH.**

When you decide to upgrade your banking experience, we help make the transition easy.

THREE SIMPLE STEPS TO MAKE THE SWITCH.

1 PREPARE

Open your Dacotah Bank Checking Account

- ☐ Download our mobile app, and set up your new account.
- ☐ Enroll and set up Dacotah Bank Bill Pay.
- ☐ Enroll in electronic statements.

Organize your Transactions

- ☐ Use our Scheduled Debit/Credit Checklist to identify direct deposits, automatic payments and any outstanding checks or payments scheduled in your former checking account.

2 MOVE

Change your Automatic Payments & Deposits

- ☐ **Move your Direct Deposits.** Contact your employer's HR department or use the Direct Deposit Application form (Page 3). If you receive government benefits, be sure to contact the Social Security Administration (www.ssa.gov) or the Veterans Administration (https://mypay.dfas.mil) to update your payment account information.
- ☐ **Set up Automatic Payments & Transfers** Set up to debit your Dacotah Bank checking account using Bill Pay or use the Automatic Payment Authorization Form (Page 4).

3 FINALIZE

Track your activity and close your former checking account

- ☐ Confirm all direct deposits, as well as automatic payments, have transferred.
- ☐ Confirm all outstanding checks and debit card transactions have cleared.
- ☐ Contact your former bank to request the account closure or use the Account Closure Authorization Form (Page 5), and send it to your former financial institution.
- ☐ Transfer any remaining balances to your new Dacotah Bank account(s).
- ☐ Destroy any unused checks, debit/ATM cards, and deposits slips associated with your former account. Dacotah Bank can also destroy these items for you.





MEMBER FDIC

Switch Kit

GO DACOTAH.

Dacotah Bank Account Number: _____
Dacotah Bank Routing Number: 091400172

CHECKLIST: SCHEDULED DEBIT & CREDIT TRANSACTIONS

PLEASE NOTE:

- Before you close your account(s) it may take more than one statement cycle for all of your checks, automatic payments, and withdrawals to clear at your current financial institution.
- Determine how much money you will need to remain in the account(s) in order to cover pending transactions.

BEGIN SELECTING FROM THE LIST:

Below is a catalog of common automatic payments/direct deposits to ensure you remember everything you need to change. List your automatic payments/direct deposits and keep track as you contact each company to inform them of your switch to Dacotah Bank.

Direct Deposits

- ☐ Employee Payroll
- ☐ Spouse Payroll
- ☐ Investment Income
- ☐ Child Support Income
- ☐ Retirement/Pension
- ☐ Social Security
- ☐ Other

Automatic Payments

- ☐ Mortgage/Rent
- ☐ Auto Loan
- ☐ Insurance
- ☐ Gas
- ☐ Electricity
- ☐ Water
- ☐ Trash/Garbage
- ☐ Cable/Satellite
- ☐ Internet
- ☐ Phone
- ☐ Daycare/Tuition
- ☐ Gym Membership
- ☐ Credit Card(s)
- ☐ Other

Recurring Subscriptions

- ☐ Music (Apple, Amazon)
- ☐ Streaming (Netflix, Disney+, Hulu)
- ☐ Shopping (Amazon, Costco)
- ☐ Software (Adobe, Office 365)
- ☐ News/Magazine (NY Times)
- ☐ Pet/Health (Chewy, Shave Club)
- ☐ Grocery (Blue Apron)

Websites/Apps

- ☐ Amazon
- ☐ Paypal
- ☐ Venmo
- ☐ Apple Pay
- ☐ Zelle
- ☐ Google Pay
- ☐ Samsung Pay

Company	Account No.	Amount	Recurring Payment Date	Notes	Complete
					☐
					☐
					☐
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DIRECT DEPOSIT:

THREE EASY STEPS

- Fill out this application.
- Include a voided check to confirm your banking information.
- Take this completed application to your employer's HR/Payroll department.

Name:_____

Social Security: _____

Please set up my direct deposit going to:

Account 1: ☐ Checking ☐ Money Market

Financial Institution: Dacotah Bank

Routing Number: 091400172

Account Number: _____

*Please include a voided check.

Account 2: ☐ Checking ☐ Money Market

Financial Institution: Dacotah Bank

Routing Number: 091400172

Account Number: _____

*Please include a voided check.

I authorize (company name) _____ and Dacotah Bank to automatically deposit my paycheck into the account listed above. This authorization will remain in effect until I notify you in writing to change or cancel.

Authorized Signature: _____

Date: ____/____/____ Contact Phone #: _____ Contact Email: _____

DACOTAH BANK®

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AUTOMATIC PAYMENT AUTHORIZATION:

Date: ____/____/____

Company:_____ Account Number: _____

Dear Representative,
I recently changed banks and need to update my automatic payment as follows:

Date: ____/____/____

Financial Institution: Dacotah Bank

Routing Number: 091400172

Account Number: _____

Signature: _____ Cosignature (if applicable): _____

Print Name: _____ Phone Number/Email Address: _____

*Complete one form for each automatic payment you currently have scheduled. Mail completed form to the company listed above.

ACCOUNT CLOSURE AUTHORIZATION:

Date: ____/____/____

Financial Institution Name:_____

Financial Institution
Address: _____ City:_____ State:_____ Zip:_____

Please close the following accounts:

Account 1: _____ _____
Account Number Routing Number

☐ Checking ☐ Savings ☐ Other

Effective Date: ____/____/____

Account 2: _____ _____
Account Number Routing Number

☐ Checking ☐ Savings ☐ Other

Effective Date: ____/____/____

Any remaining funds should be released to the following authorized person:

Print Name: _____

Address: _____ City:_____ State:_____ Zip:_____

If you have any questions regarding this closure request, please contact me by phone at _____

Signature:_____

Printed Name: _____ Date: ____/____/____

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