

Financial Institution Transfer Request



Customer Information:

Account Owner: _____ SSN: _____

Joint Owner: _____ SSN: _____

Transfer My Account From:

Name of Financial Institution: _____

Address: _____

Account numbers at this financial institution:

Transfer information:

- Please transfer \$ _____.
- Please transfer the entire amount and close the account.
- Please make this transfer immediately.
- Please make this transfer on ____/____/____.
- Other: _____

Please transfer my funds to:

Bippus State Bank
ATTN: _____
P. O. Box 1148
Huntington IN 46750
Phone: (260) 356-8900

I hereby direct you to complete the requested transfer from my existing account to my new account at Bippus State Bank. Please make the check payable to and note on your check that it is for deposit to Bippus State Bank, in the following account:

Number: _____

Customer Approval and Authorization:

Bippus State Bank will waive the incoming wire fee if your current financial institution wishes to send your funds electronically; however, we recommend that you inquire about the fees they may charge for sending it to us.

Switching banks will go more smoothly if you follow these guidelines:

- Balance your checkbook and make sure all outstanding checks have cleared before you close your checking account. This will ensure that you and your bank agree on how much money is due you. Also, you will not get hit with fees for checks that bounce after you close your account.
- If you have arranged for direct deposit of payroll or benefits, do not close your old bank account until you are sure that the next scheduled deposit will be going into your new account.
- If you have arranged for your bank to make automatic payments from your account to pay your mortgage or another bill, make arrangements for future payments to be made from your new account.
- Be sure you keep clear financial records, showing that your old account was closed.
- If you have a safe deposit box at your old bank, remember to clean it out and return the keys.

Account Owner's Signature

Date

Joint Owner's Signature

Date

Wire instructions: First Receiving Bank (IBB 071125024): Further Credit to Bippus State Bank (0749096610); Further credit to Customer's Account number. For your protection, all new Bippus State Bank account applications are verified by Chex Systems.