

Welcome to Busey

Switch Kit

We want to make your move to Busey as seamless as possible—this Switch Kit gives you the tools you need to help ensure a smooth transition. Just follow these simple steps!

Step 1: Open a new account with us

- Visit any Busey branch to get started, or open your account online at [busey.com](https://www.busey.com).

Step 2: Stop using your former checking account

- Be sure to leave sufficient funds in your former account to cover outstanding checks and automatic payments.
- Complete the **Automatic Transaction Inventory Checklist** for all your direct deposits and automatic bill payments.

Step 3: Change your direct deposits

- Change your direct deposits by either contacting vendors directly or completing the **Direct Deposit Authorization Form (ACH Credit)** and mailing or delivering it to each of the companies you listed on the Automatic Inventory Checklist.
- Switch your Social Security direct deposits by calling 800.772.1213 or visiting [socialsecurity.gov](https://www.socialsecurity.gov).

Step 4: Change your automatic payments

- Change your automatic payments with our **Automatic Bill Payment Authorization Form (ACH Debit)** or by contacting the vendors directly. **Please note:** it may take two to three billing cycles for the switch to take place. We recommend you follow up with each service provider about two weeks after you send the form to confirm receipt.

Step 5 (optional): Sign up for online account access and bill payment

- Sign up for Busey ebank to securely manage your Busey relationship 24/7. Plus, with the ability to receive your statements electronically, you can go green with added convenience and security—access months of history right from your computer and reduce your risk of fraud by eliminating paper statements sitting in your mailbox.

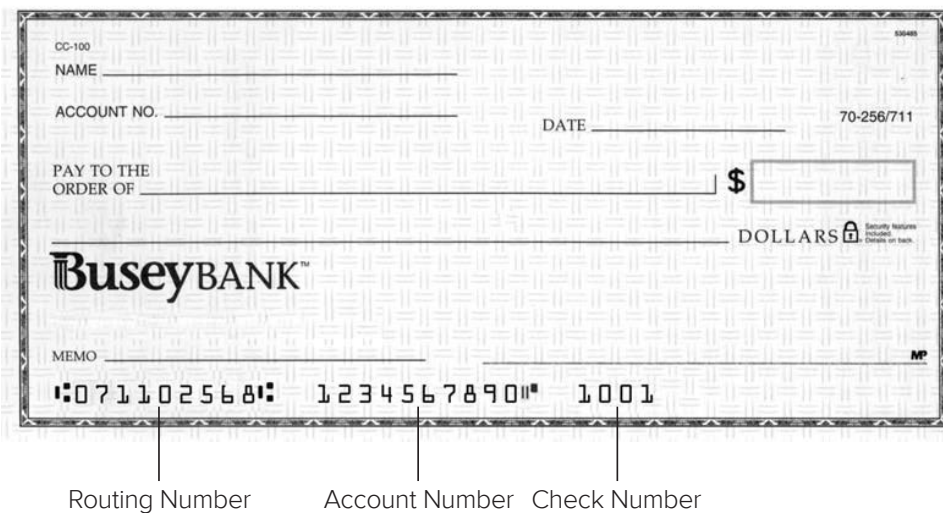
Switch Kit

Step 6: Close your former account

- Allow all outstanding checks and automatic payments to clear. • Balance your former account.
- Make sure all direct deposits and automatic payments have been switched to your new Busey account.
- Close your account by completing and mailing the **Request to Close Bank Account Form**.

If you have questions or need additional assistance, we are here to help. Please call us at 1.800.67 | Busey (28739) and press option 2.

Find your account number on your starter checks. See example below:



Automatic Transaction Inventory Checklist

Direct Deposits (list names of specific income sources under each category):

<input checked="" type="checkbox"/>	Company	Account Number	Amount	Date
	Employer(s) Payroll			
	Pension(s) / Retirement Plans			
	Social Security			
	Investment Income			
	Other			

Helpful Hint: Direct Deposits are automatic deposits to your account on a regular basis.

Automatic Payments (list name of service provider next to category):

<input checked="" type="checkbox"/>	Company	Account Number	Amount	Date
	Mortgage			
	Auto Loans			
	Insurance			
	Credit Cards			
	Gas / Oil			
	Electric			
	Cable / Satellite TV			
	Telephone			
	Cellular Phone			
	Water			
	Garbage			
	Internet Provider			
	Health Club			
	Investments			
	IRA / Retirement			
	Charities			
	Daycare			
	Other			

Helpful Hint: Automatic Payments are recurring payments automatically withdrawn from your account.

Balance Your Former Account

Use this form to determine the balance you need to cover your outstanding checks, ATM withdrawals, debit card purchases or other transactions.

Section 1

Former bank name: _____ Account Number: _____

Enter the current balance from your most recent statement. \$ _____

List deposits that do not appear on the statement.

Helpful Hint: Use all receipts and your check register to identify items not on your statement.

_____ Date _____ \$ _____

_____ Date _____ \$ _____

_____ Date _____ \$ _____

Add your current balance and recent deposits together. **Total \$** _____

Section 2

List all outstanding checks, withdrawals and any automatic deductions that do not appear on your statement.

_____ Date _____ \$ _____

_____ Date _____ \$ _____

_____ Date _____ \$ _____

_____ Date _____ \$ _____

_____ Date _____ \$ _____

Total these outstanding items. **Total \$** _____

Section 3

Subtract the Section 2 total from the Section 1 total. Section 1 \$ _____

Section 2 \$ _____

This is the amount you can deposit into your new Busey account. \$ _____

Direct Deposit Authorization Form (ACH Credit)

Company Information

Company Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip Code: _____ Phone #: _____

Customer Information

Name: _____ Employee ID#: _____ Tax ID #: _____
Address: _____
City: _____ State: _____ Zip Code: _____ Phone #: _____

Bank Information

Busey
100 W. University Ave.
Champaign, IL 61820 Routing / Transit Number 071102568

For any direct deposit related questions, please call 1.800.671 Busey (28739).

My Busey Bank Account Information

Account Type: _____ Checking / Money Market Savings
Account #: _____ Amount \$ or %: _____
Account Type: _____ Checking / Money Market Savings
Account #: _____ Amount \$ or %: _____

If this form is not sufficient to establish or change the direct deposit, please forward the authorized form to me at the address above.

Additional Comments: _____

Customer Authorization

Effective immediately, I authorize and direct the Company to initiate credit entries to my Busey account indicated above. This authorization will remain in effect until the Company receives written notice of termination from me in such time and in such manner as to afford the Company a reasonable opportunity to act on it. I acknowledge the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Customer Signature

Date

Automatic Payment Authorization Form (ACH Debit)

Company Information

Company Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip Code: _____ Phone #: _____
Account #: _____

Customer Information

Name: _____ Tax ID#: _____
Address: _____
City: _____ State: _____ Zip Code: _____ Phone #: _____

Bank Information

Busey
100 W. University Ave.
Champaign, IL 61820
Routing / Transit Number 071102568

For automatic payment related questions, please call 1.800.671 Busey (28739).

My Busey Bank Account Information

Account Type: Checking / Money Market Savings Account #: _____
Amount to Pay: Full Amount Due Minimum Payment Due Other \$ _____

If this form is not sufficient to establish or change the direct deposit, please forward the authorized form to me at the address above.

Additional Comments: _____

Customer Authorization

Effective immediately, I authorize and direct the Service Provider to initiate debit entries to my Busey account indicated above to pay amounts due on account as specified above. This authorization will remain in effect until the Service Provider receives written notice of termination from me in such time and in such manner as to afford the Service Provider a reasonable opportunity to act on it. I acknowledge the origination of ACH transactions from my account must comply with the provisions of U.S. law.

Customer Signature Date

Attach a voided check for verification of your account information.

Request to Close Bank Account Form

Former Bank Information

Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip Code: _____ Phone #: _____

Customer Information

Account Owner Name: _____ Tax ID #: _____
Account Co-Owner (if applicable): _____ Tax ID #: _____
Address: _____
City: _____ State: _____ Zip Code: _____ Phone #: _____

Former Bank Account Information

Checking Account Number: _____
Savings Account Number: _____

Other Account(s):

Type: _____ Account Number: _____
Type: _____ Account Number: _____
Type: _____ Account Number: _____
Type: _____ Account Number: _____

Additional Comments: _____

Customer Authorization

This form serves as my request to close the account(s) listed above. Please mail me a check for the entire balance in the account(s) (plus any accrued interest, if applicable) to the address listed above. If you have any questions regarding this request, please contact me at the phone number or address listed above.

Account Owner Signature Date

Account Co-Owner Signature (if applicable) Date

Frequently Asked Questions

Q. Who do I call if I have questions?

A. If you have questions about your Busey account, switching your account debits and credits to your new Busey account or the Request to Close Bank Account form, please call us at 1.800.67 | Busey (28739), option 2.

Q. What if my request to switch accounts is not accepted?

A. On the authorization forms, your contacts are requested to notify you if the form you submit is not sufficient to change or establish the direct deposit or automatic payment. If you are submitting a request to close your account at another bank, that bank is instructed to contact you with questions.

Q. Why do you need a Tax ID Number and other information on the forms?

A. Your Tax ID Number and other information is collected to properly complete the necessary forms to switch your direct deposit and/or automatic payments to your Busey account. This information is necessary to authorize electronic transactions.

Q. What is direct deposit (ACH credit)?

A. Direct deposit is a quick, easy and secure method of receiving funds into your account such as payroll, government benefits and investment dividends. Small business owners can also receive credit card settlements and accounts receivable payments. The funds are received and deposited electronically into your bank account.

Q. Can I create more than one direct deposit?

A. Yes, you can have multiple direct deposits into any deposit account at Busey. If you want to set up or switch a direct deposit, simply fill out the Direct Deposit Authorization Form and send it to the appropriate contact.

Q. What type of funds can I direct deposit?

A. Many people use direct deposit instead of receiving a payroll check. You can also direct deposit various types of benefits and investment dividends. Small business customers can use direct deposit for credit card settlements and accounts receivable payments.

Q. When will my direct deposits start?

A. It typically takes two to three cycles to start or switch a direct deposit.

Q. What is an automatic payment (ACH debit)?

A. Automatic payments are a convenient way to pay bills such as electric, gas, telephone, loans, credit cards, insurance, etc. Usually, these automatic payments are set up with a company by giving them a voided check and a date to deduct your payment. These types of transactions are sent through your account electronically on the date and for the amount you specify.

Continued >

Frequently Asked Questions

Q. When will my automatic payment start debiting from my Busey account?

A. Generally, it takes two to three billing cycles.

Q. How can I verify my automatic payment (debit) has been made?

A. You can verify your payments by calling the Anytime Line at 1.800.67 | Busey (28739), logging on to ebank at busey.com, or checking your Busey statement. You may also want to verify with the billing company they received your payment by checking your monthly billing statement or calling the customer service department at the phone number on your statement. You may want to keep your former account open until you verify your payment has switched to your new Busey account.