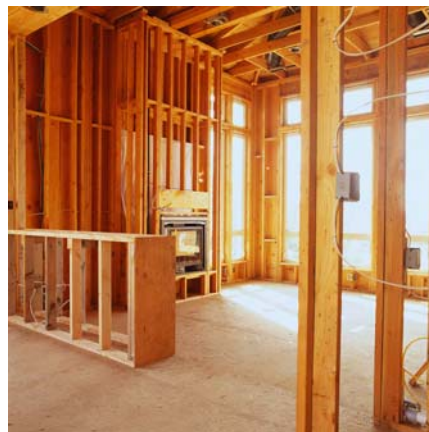




# CentennialBank

## Personal Banking Switch Kit

Thank you for making the switch to Centennial Bank. A bank that offers personal service coupled with the products you need to achieve your financial goals.



# CentennialBank

## Switch Kit Instructions



We've made it easier than ever before to switch to Centennial Bank with our **Centennial Bank Switch Kit**. We've taken the hassle out of moving your checking account from your old bank with step-by-step instruction and simple-to-complete forms.

- Step 1** Stop by a Centennial Bank office or call (402) 891-0003 to open your new checking account. We offer many checking options and we're sure to have an account to fit your banking needs. Or if you prefer, you can get the account opening process started with this Switch Kit.
- Step 2** Complete the New Account Application, attach your photo ID and mail, along with a check for your opening deposit to:  
Centennial Bank  
9003 S. 145<sup>th</sup> Street  
Omaha, NE 68138
- Step 3** Sign up for CenBank Online. Our internet banking gives you 24-hour access to your accounts anywhere you can access the internet.
- Step 4** Sign up for E-statements to receive your monthly statement via e-mail.
- Step 5** Stop using your old checking account and let the checks you have written clear. This should take approximately two weeks.
- Step 6** Change your direct deposit to Centennial Bank. Just complete the Request to Change Direct Deposit Form in this kit and give to your employer, the Social Security Administration or your retirement plan. Be sure to include a voided Centennial Bank check (not a deposit slip) with your request. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of this form as needed.
- Step 7** Change your automatic payments. You can use the Request to Change Automatic Payment Form to change any withdrawals or payments that are automatically made from your old account. Don't forget to change those payments that use your debit card number, such as an automatic payment made online. Please feel free to make as many copies of this form as needed.
- Step 8** Close your old account. Now that your checks have cleared and you've changed your automatic deposits and payments, there's just one more step. Use the Request to Close My Account Form to say goodbye to your old bank. What could be easier? Please feel free to make as many copies of this form as needed.

For your convenience, we have included a Switch Kit Transfer Checklist, for your use in keeping track of your progress.

If you have any questions or concerns during this process, or if you would like Centennial Bank to help with the closing of your old account, don't hesitate to contact us at (402) 891-0003.

9003 S. 145<sup>th</sup> Street, Omaha, NE 68138

Ph: 402-891-0003

Fax: (402) 891-0007

[www.cbomaha.com](http://www.cbomaha.com)



## New Account Application



I am applying for the following consumer account(s):

### Checking:

- Classic Checking
- Classic Gold Checking
- Performance Checking
- Performance Plus Checking
- 5 Diamond Relationship Checking

### Savings:

- Goalsetter Savings
- Centennial Savings
- Premier Money Market

### Certificate of Deposit:

- Term \_\_\_\_\_

### Individual Retirement Account

- Term \_\_\_\_\_

### Online Features

- CenBank Online
- BillPay Plus
- e-Statements

### Account Owner

Name: \_\_\_\_\_ Soc. Sec. Number: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

Form of PHOTO ID: (select one)

- State driver's license
- Non driver's ID card
- US Government ID
- US Military ID
- Current Alien Identification
- United States Passport

### ID Details

Issued by: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
ID #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Years Emp. \_\_\_\_\_ Business Phone: \_\_\_\_\_

### Customer I.D. Verification

Mother's Maiden Name \_\_\_\_\_  City of Birth \_\_\_\_\_  Other \_\_\_\_\_

**Account Co-Owner**

Name: \_\_\_\_\_ Soc. Sec. Number: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

Form of PHOTO ID: (select one)

- State driver's license
- Non driver's ID card
- US Government ID
- US Military ID
- Current Alien Identification
- United States Passport

**ID Details**

Issued by: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
ID #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Years Emp. \_\_\_\_\_ Business Phone: \_\_\_\_\_

**Customer I.D. Verification**

Mother's Maiden Name \_\_\_\_\_  City of Birth \_\_\_\_\_  Other \_\_\_\_\_



# CentennialBank

## Personal Switch Kit Worksheet



Use this worksheet to track your progress as you set up direct deposits and automatic payments at Centennial Bank. You can also track outstanding checks at your previous bank. This form is for your records.

<b>Centennial Bank Account Number</b>	<b>Centennial Bank Routing Number</b> 104-902-114
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	Company/ Financial Institution	Account Number	Date Mailed or Contacted	Follow- Up Date	Item Completed
Direct Deposit					
Direct Deposit					
Automatic Payment					
Automatic Payment					
Automatic Payment					
Automatic Payment					

	Checks Payable to:	Check Number	Check Amount	Date Check Cleared
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				
<b>Outstanding Checks</b> at previous bank				

	<b>Date Closed Account Form Submitted</b>	<b>Date Account Closed</b>
<b>Closed Old Account</b>		

Please make sure that all automatic payments and direct deposit requests have been processed prior to closing your account. This process can take 1-2 months to take effect.

# CentennialBank

## Request to Establish or Change Direct Deposit

Use this form to set up or transfer recurring direct deposits to your new Centennial Bank account. Recurring direct deposits include regularly scheduled paychecks or other income from retirement plan, investments, pension plan, Social Security, etc. After completing this form, attach a void check (not a deposit slip) from your new Centennial Bank account to this form and submit to your employer or other income source for processing.

Be sure to:

- Check with your employer or other income source to insure that no other forms are required to process your request.
- Keep your account at your previous bank open until you confirm that your direct deposit has been redirected to your new Centennial Bank account.
- Contact your employer or other income source to inquire about the delay if your deposit has not been redirected after three pay periods.

### Instructions for Employer / Other Income Source

I would like my income automatically deposited into my Centennial Bank account as instructed below:

Please:       Establish Direct Deposit                       Change Account Used for Direct Deposit

\_\_\_\_\_  
Employer/Company Name                      Address                      City, State, Zip

### Personal Information

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial

\_\_\_\_\_  
Street Address                      Apt. #                      City                      State, Zip

\_\_\_\_\_  
Home Phone Number                      Work Phone Number

### Centennial Bank Account Information

Direct my payment to this Centennial Bank account:

Checking                       Savings                       Money Market

**104-902-114**  
\_\_\_\_\_  
Centennial Bank Routing Number                      Centennial Bank Account Number

### Authorization

I authorize \_\_\_\_\_ (employer/company) to make deposits directly to my Centennial Bank account indicated above, and to make adjustments for any credit made in error to my account if necessary. This authority will remain in effect until I have given written notice to terminate this service.

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date





# Request to Close Account

Date: \_\_\_\_\_

## To Whom It May Concern:

Effective immediately, please close the account(s) listed below. Please process and forward any remaining funds in the account(s) by check to the address indicated.

The following accounts should be closed:

_____ Checking Account Number	_____ Account Owner Name(s)
_____ Savings Account Number	_____ Account Owner Name(s)
_____ Money Market Account Number	_____ Account Owner Name(s)
_____ Other Account Number	_____ Account Owner Name(s)

If you have any questions regarding this request, please contact:

_____ Account Owner Name		
_____ Mailing Address	_____ City	_____ State, Zip
_____ Daytime Phone Number	_____ Evening Phone Number	
_____ Account Owner Name		
_____ Mailing Address	_____ City	_____ State, Zip
_____ Daytime Phone Number	_____ Evening Phone Number	

Thank you for your assistance in completing this request.

Sincerely,

_____ Signature	_____ Date
_____ Signature	_____ Date