



# HOME FEDERAL SAVINGS & LOAN

## Switch Kit Pre-Transfer Worksheet

The Switch Kit is a free tool that allows you to quickly and easily change your accounts from your financial institution to Home Federal Savings & Loan. By filling out a series of forms, the Switch Kit provides all the documentation that is needed to complete the process. The pre-transfer worksheet is intended to help you gather all of the information needed before filling out the Switch Kit forms. Once the information has been collected, you're ready to switch.

The Information you will need to collect:

### **Your new Home Federal Savings & Loan account number.**

If you don't have an account with Home Federal Savings & Loan, you will need to open one before switching.

### **Your current financial institution information.**

Your current financial institution information is needed for us to close your current accounts.

### **A list of any automated debits (ACH)**

Gather all information on companies that make electronic withdrawals from your account. This includes automatic debits (ACH) or automatic charges to your debit card. Common uses of automatic debits include rent/mortgage, utilities, and phone and cable bills.

### **Any Direct Deposits.**

List any companies who regularly deposit funds into your account. Some common uses of Direct Deposits include payroll, taxes, or expense reimbursements. Social Security customers need to call the Social Security Administration toll free at 1-800-772-1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)  
Local Social Security office number: 1-855-285-6006.

### **Electronic Payments (Online Bill Pay)**

If you use an online bill pay service at your current financial institution, be sure to cancel each payee.

### **Questions?**

Call our Customer Service Representatives or stop by any of our two convenient locations and we will be glad to help.

Home Federal Savings & Loan  
100 East Clay Street  
Collinsville, IL 62234  
(618) 345-1121

Home Federal Savings & Loan  
2110 North Center  
Maryville, IL 62062  
(618)344-9650

[www.homefed24.com](http://www.homefed24.com)



# HOME FEDERAL

## SAVINGS & LOAN

### Internet Banking Signature Verification Form

Thank you for applying for the Home Federal Savings & Loan Internet Banking Services.

**TO ACTIVATE YOUR INTERNET BANKING SERVICES, PLEASE SIGN AND DATE THIS PAGE AND SEND IT VIA US MAIL, FAX OR IN PERSON TO ANY OF OUR 2 LOCATIONS. IF WE DO NOT RECEIVE THE SIGNATURE VERIFICATION PAGE WITHIN 30 DAYS OF APPLYING, YOU WILL NEED TO REAPPLY.**

Upon receipt of the signature verification page, Home Federal Savings & Loan will activate your access within 3 to 5 business days. At that time you can log into your messages and begin using our product.

Home Federal Savings & Loan  
Attn: Customer Service  
100 East Clay Street  
Collinsville, IL 62234  
Phone: (618) 345-1121  
Fax: (618) 345-4145

Home Federal Savings & Loan  
Attn: Customer Service  
2110 North Center  
Maryville, IL 62062  
Phone: (618) 344-9650  
Fax: (618) 344-9690

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Customer Signature

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Date

Member FDIC



# HOME FEDERAL SAVINGS & LOAN

## Please change my automatic payment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of insurance company, mortgage provider, utility company,  
any payee that automatically debits payments from your account.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

### To Whom It May Concern:

Currently you debit my \_\_\_\_\_ payment from my bank account(s):  
(Indicate the type of payment)

Current Bank \_\_\_\_\_ Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_ Account Number \_\_\_\_\_

**Please stop this debit from the above listed account on \_\_\_\_\_ and begin to debit this payment from my  
new account at Home Federal Savings & Loan. Date**

### New bank information:

**Home Federal Savings & Loan** address: 100 East Clay Street, Collinsville, IL 62234

**Home Federal Savings & Loan** routing number: 281070914

**Home Federal Savings & Loan** checking account number: \_\_\_\_\_

### **Please send me confirmation indicating when this change takes effect.**

If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Account number w/payee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone number Day/Evening



# HOME FEDERAL SAVINGS & LOAN

**Please change my direct deposit.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer, pension, administrator or government entity making the direct deposit

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

**To Whom It May Concern:**

Currently you are depositing my \_\_\_\_\_ payment into my bank account(s):  
Paycheck, pension or government check

Current Bank \_\_\_\_\_ Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_ Account Number \_\_\_\_\_

**Please start making these automatic deposits into my new account(s) at Home Federal Savings & Loan.**

New bank information:

Home Federal Savings & Loan address: 100 East Clay Street, Collinsville, IL 62234

Home Federal Savings & Loan routing number: 281070914

Deposit \$ \_\_\_\_\_ or \_\_\_\_\_ % of my \_\_\_\_\_ into my  
Paycheck, pension or government check

**Home Federal Saving & Loan account number:** \_\_\_\_\_

Deposit \$ \_\_\_\_\_ or \_\_\_\_\_ % of my \_\_\_\_\_ into my  
Paycheck, pension or government check

**Home Federal Savings & Loan account number:** \_\_\_\_\_

**Please send me confirmation indicating when this change takes effect.**

If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Account number w/payee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone number Day/Evening



# HOME FEDERAL SAVINGS & LOAN

## Please close my account

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

### To Whom It May Concern:

Please close the account(s) noted below, mail the balance and any interest to Home Federal Savings & Loan, 100 East Clay Street, Collinsville, IL 62234 and a confirmation of account closure to customer:

#### Account Number

- Checking Account** \_\_\_\_\_
- Savings Account** \_\_\_\_\_
- Money Market Account** \_\_\_\_\_
- Certificate Of Deposit** \_\_\_\_\_

- Please close my CD immediately.  
I understand there may be penalties  
for withdrawing before the maturity  
date.
- Please close my CD upon maturity.

If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Account Holder's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Account number w/payee

\_\_\_\_\_  
Phone Number Day/Evening



# HOME FEDERAL SAVINGS & LOAN

## Direct Deposit/Direct Debit Transfer Authorization Agreement

Home Federal Savings & Loan has received your written authorization to transfer your direct deposit(s) and direct debit(s) from another financial institution to your account at Home Federal Savings & Loan. The direct debit(s) you have authorized Home Federal Savings & Loan to transfer to your account #, \_\_\_\_\_, will be posted in the order in which the bank receives them.

Home Federal Savings & Loan will exercise ordinary care to complete your authorized transfer of direct deposit(s) and direct debit(s). If you incur any fees or charges due to negligence by Home Federal Savings & Loan in the processing of your written request and/or authorized direct deposit(s) and direct debit(s) request, Home Federal Savings & Loan will reimburse you for these fees and charges. Claims for reimbursement must be submitted in writing within 90 days of the date of your authorization to transfer. To file a claim, send a written request with your name, address, and account number along with a copy of the billing notice for the fee or charge to:

Home Federal Savings & Loan  
ACH Department  
100 E. Clay St.  
Collinsville, IL 62234

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank Representative Signature

\_\_\_\_\_  
Date

Member FDIC



# HOME FEDERAL

## SAVINGS & LOAN

### Pre-Transfer Checklist

<p><input type="checkbox"/> <b>Last Month's Bank Statement</b></p> <p><b>Automatic Deposits</b></p> <p><input type="checkbox"/> <b>Payroll</b> Contact the HR Department where you work. Please include a voided check Effective Date of Change _____</p> <p><b>Utilities Automatic Payment</b></p> <p><input type="checkbox"/> <b>Gas</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Electric</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Water/Sewer</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Local/Long Distance Telephone Service</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> Cellular Telephone Service Account No. _____ Effective Date of Change _____</p> <p><b>Other Payments</b></p> <p><input type="checkbox"/> <b>Loans</b> (e.g. car, home equity, student loan, credit card) Account No. _____ Effective Date of Change _____ Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Mortgage</b> Account No. _____ Effective Date of Change _____</p>	<p><input type="checkbox"/> <b>Transfer From Other Bank Accounts</b> Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Brokerage Deposits</b> Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Other</b> Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Internet Service</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Cable or Satellite TV</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Garbage</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Other</b> Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Insurance</b> (e.g. life, health, auto, home) Account No. _____ Effective Date of Change _____ Account No. _____ Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Brokerage-Automatic Investments</b> Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Other</b> Effective Date of Change _____</p> <p><input type="checkbox"/> <b>Other</b> Effective Date of Change _____</p>
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