

Hassle Free Switch Kit



Switching to Home State Bank is *Easy!*



Step 1:

Open a Home State Bank Checking or Savings Account.

Make a list of all of your current automatic deposits and payments.

1. Your new HOME STATE BANK account information quick reference :

HOME STATE BANK Account Number: _____

HOME STATE BANK Routing Number: **091915670**

HOME STATE BANK Address: 1610 E. Hwy 12, Willmar, MN 56201
 200 Milky Way Street S., Cosmos, MN 56228
 1435 E. Hwy 12, Litchfield, MN 55355
 745 Hwy 7 W., Hutchinson, MN 55350
 Cash Wise, 1020 Hwy 15 S., Hutchinson, MN 55350

2. Use your most recent bank statement from your former account and list companies which have automatic deposits or payments through your account:

Automatic Deposits

Date	Company Name	Account Number	Deposit Amount

Automatic Payments

Date	Company Name	Account Number	Deduction Amount

Step 2:

Balance your old account.

Determine the amount you will need to keep in the account to cover all outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

Former Bank Name: _____ Account #: _____

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

1. List deposits that do not appear on the statement:

Date:	/	/	\$ _____
Date:	/	/	\$ _____
Date:	/	/	\$ _____

Add your current balance and recent deposits together:

\$ _____

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

Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____
Description:	_____	Date:	/ /	\$ _____

Add all outstanding checks, withdrawals and automatic deductions together:

\$ _____

3. **Subtract Amount 2 from Amount 1**
for the amount you can deposit into your new
HOME STATE BANK Account:

\$ _____

Helpful Hints

Reminder, don't close your former account immediately.

It may take up to two statement cycles for all outstanding items to clear.

Step 3:

Switch your direct deposits to Home State Bank.

Fill out the form below or speak to someone in payroll or human resources at your place of employment.

Note: If you receive payments from Social Security, the Railroad Retirement Board, or the Department of Veteran's Affairs, fill out a government-issued direct deposit form.

Receiving a check instead of direct deposit? Ask how switching to a direct deposit can benefit you!

Follow these easy steps:

1. Complete, sign, and date this form.
2. Attach a voided check from your new HOME STATE BANK account.
3. Submit this form to each company/organization that is currently authorized to make automatic deposits to your account.

Company Name: _____

Company Address: _____

To Whom It May Concern:

I recently moved my bank account and request that my direct deposit be switched to my new account at HOME STATE BANK. My information is as follows:

Name on account: _____

Account number with your company: _____

My address: _____

My phone number: _____

Please switch my direct deposit to this account: Checking Savings

HOME STATE BANK Account Number: _____

HOME STATE BANK Routing Number: **091915670**

HOME STATE BANK Address: 1610 E. Hwy 12, Willmar, MN 56201
 200 Milky Way Street S., Cosmos, MN 56228
 1435 E. Hwy 12, Litchfield, MN 55355
 745 Hwy 7 W., Hutchinson, MN 55350
 Cash Wise, 1020 Hwy 15 S., Hutchinson, MN 55350

Effective: Immediately On ____ / ____ / _____

I hereby authorize my direct deposit to be changed to my new account at HOME STATE BANK.

❖ Signature: _____ Date: _____

❖ Signature: _____ Date: _____

Helpful Hints

Reminder

Note that some companies or organizations, like the Social Security Administration, may require a special form. Home State Bank has collected some of these forms for you, but you may need to contact the company or income source to make sure no other forms are required.

For Your Reference

The Social Security Administration phone number is (800) 772-1213

Make Copies

If additional forms are needed, make copies as needed.

Step 4:

Switch your automatic payments to Home State Bank.

Inform companies to have payments automatically deducted from your new HOME STATE BANK account.

Follow these easy steps:

1. Complete, sign, and date this form.
2. Attach a voided check from your new HOME STATE BANK account.
3. Submit this form to each company/organization that is currently authorized to take automatic payments from your account.

Company Name: _____

Company Address: _____

To Whom It May Concern:

I recently moved my bank account and request that my automatic payment be switched to my new account at HOME STATE BANK. My information is as follows:

Name on account: _____

Account number with your company: _____

My address: _____

My phone number: _____

Please switch my automatic payment to this account: Checking Savings

HOME STATE BANK Account Number: _____

HOME STATE BANK Routing Number: **091915670**

HOME STATE BANK Address: 1610 E. Hwy 12, Willmar, MN 56201
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 Cash Wise, 1020 Hwy 15 S., Hutchinson, MN 55350

Effective: Immediately On ___ / ___ / _____

I hereby authorize my automatic payment to be changed to my new account at HOME STATE BANK.

❖ Signature: _____ Date: _____

❖ Signature: _____ Date: _____

Helpful Hints

Reminder

Note that some companies may require a special form. Home State Bank has collected some of these forms for you.

Contact Each Company

Find out the address of the main accounting office where you should send the notice of change. Some companies have this information available on their website or billing statements. Make sure no other forms are required.

Make Copies

If additional forms are needed, make copies as needed.

Step 5: **Keep Track.**

This form will help you verify the transactions you are moving to your new HOME STATE BANK account. As you request to transfer each direct deposit or automatic payment, use this form to determine if follow-up is needed.

Direct Deposits:

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / _____ Estimated Completion Date: ___ / ___ / _____

Letter mailed Called (who you spoke to): _____
 Completed Notes: _____

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / _____ Estimated Completion Date: ___ / ___ / _____

Letter mailed Called (who you spoke to): _____
 Completed Notes: _____

Automatic Payments:

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / _____ Estimated Completion Date: ___ / ___ / _____

Letter mailed Called (who you spoke to): _____
 Completed Notes: _____

Company Name: _____ Phone Number: _____

Date Request Made: ___ / ___ / _____ Estimated Completion Date: ___ / ___ / _____

Letter mailed Called (who you spoke to): _____
 Completed Notes: _____

Helpful Hints

Track Your Request

Use Online Banking to easily and conveniently confirm that your automatic deduction is being withdrawn from your Home State Bank account. Log onto your online account at www.hsbofmn.com

Make Copies

If additional forms are needed, make copies as needed.

Step 6: **Close Your Old Account.**

Notify your former bank that you are closing your account.

Additional Products & Services

Thank you for choosing Home State Bank. We appreciate your business, and would be happy to assist with your future financial goals.

At Home State Bank we put our customers first. Our friendly and experienced staff is committed to providing the best possible service to our customers. From your day-to-day banking needs to your long term investment plans, our products and services put you and your banking needs first.

Personal Checking & Savings

Tell us about your personal goals. We will listen and help you choose the checking and savings plan that best fits your lifestyle! We have a complete range of checking accounts that will help make managing your money easy and convenient. Our checking & savings accounts offer:

- Online Banking
- eStatements
- Bill Pay
- Bounce Protection
- Ready Reserve Line of Credit
- Photo Debit Cards
- ATMs

Personal Loans

Whatever your loan needs are, from homes to boats, Home State Bank will work with you to provide a fast and easy loan approval process and the most competitive rate and flexible payment.

Let us help you find the products that work best for you!

- Home Equity Loans
- New and Used Vehicle Loans
- Recreational Equipment Loans
- Debt Consolidation Loans
- Ready Reserve Lines of Credit

Personal Investments

Questar Capital is located at Home State Bank. Questar Capital's registered representatives are available to assist you in making the decisions that can impact your present and future plans. These decisions range from investing for retirement to saving for your child or grandchild's college expenses. Contact a registered representative today to start planning for your future.

- Mutual Funds
- Fixed and Variable Annuities
- IRA's
- Simple IRA's
- SEP Plans

Not a deposit. Not FDIC insured. Not insured by any federal government agency. Not guaranteed by the bank. May go down in value.

Other Products

- Certificates of Deposit (CD)
- VISA Gift Cards
- VISA Credit Cards

*Welcome to
Home State Bank!*



www.hsbofmn.com

W I L L M A R

1610 East Highway 12
Willmar, MN 56201
Phone (320) 231-1118
Fax (320) 231-0637

C O S M O S

200 Milky Way Street S.
Cosmos, MN 56228
Phone (320) 877-7211
Fax (320) 877-7356

L I T C H F I E L D

1435 East Highway 12
Litchfield, MN 55355
Phone (320) 593-2001
Fax (320) 593-2003

H U T C H I N S O N

745 Highway 7 West
Hutchinson, MN 55350
Phone (320) 234-9988
Fax (320) 234-9989

C A S H W I S E

1020 Highway 15 South
Hutchinson, MN 55350
Phone (320) 587-2477
Fax (320) 587-9186

