

# Hello! Let's make this switch SIMPLE.



**Plains State**  
**BANK**

**STEP 1: Open a Plains State Bank checking account.**

You can learn about our various account options by visiting our product pages or stopping by your nearest Plains State Bank office.

**STEP 2: Stop using your old account(s).**

You should stop writing checks and allow up to 10 days for recently written checks to clear. Also, stop using your ATM/debit card and allow time for those transactions to clear to determine a final balance. Finally, you will need to destroy old checks, deposit slips, and ATM/debit cards.

**STEP 3: Establish or change your direct deposit(s).**

Notify your employer, or other sources that deposit funds into your old account, that you are making the switch to Plains State Bank. The simplest way to make the switch is gather the information below and make the change one at a time.

**KEEP THIS INFORMATION SAFE AND SECURE.**

**New Checking Account Number:**

**New Savings Account Number:**

**Plains State Bank's Routing Number:**

**101109923**

	Company Name and Contact Information:	Deposit into my:	Start Date:
Employer Payroll:		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Employer Payroll:		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Pension:		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Social Security:	Call 1-800-333-1795 or go to <a href="http://www.GoDirect.org">www.GoDirect.org</a>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Other:		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Other:		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

**STEP 4: Change your automatic payments and bill pay.**

Recurring payments such as credit or debit card payments, club memberships, or insurance payments need to be transferred to your new account. Also, your monthly bill payments need to be changed to your new account. Gather all that information here to make sure you get everything changed correctly.

	Company Name and Contact Information:	Currently making the payment with:	Account Number:
Mortgage/Rent:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Home Insurance:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Car Payment(s):		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Auto Insurance:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	

**STEP 4 continued: Change your automatic payments and bill pay.**

	Company Name and Contact Information:	Currently making the payment with:	Account Number:
IRA/Retirement/Investments:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Life Insurance:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Health Insurance:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Gas:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Water:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Electric:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Garbage:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Phone:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Cable or Satellite TV:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Internet:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Health Club:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Subscription:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Loan Payment:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Other Loan Payment:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Credit Card:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Credit Card:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Other:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Other:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	
Other:		<input type="checkbox"/> ACH <input type="checkbox"/> Bill Pay <input type="checkbox"/> Credit/Debit Card	

**STEP 5: Close your former bank account.**

Once your last check, debit, automatic deposit, and automatic payment have cleared, you're ready to close your former bank account.

**It's that simple.**

If you have any questions, we're here to help. Email us at [customerservice@plainsstatebank.com](mailto:customerservice@plainsstatebank.com) or call us at 620-563-7242 (Plains), 620-355-8444 (Lakin), 620-796-2370 (Great Bend).