Switching is easy. Loving your local bank is even easier! The **LNB Switch Kit** is just one more way LNB is working to make your life simpler. It’s easy—follow the 5 simple steps and you’ll be enjoying hometown banking in no time!
Switching has never been easier!

Steps:

1. **Open an LNB Checking account!** See a Customer Service Representative at one of our 15 convenient locations. They will help determine what account(s) fits you best.

   To make the process even faster, complete the **Customer Information Sheet p.3** and bring it with you on your visit.

2. **Stop using your previous checking account.** Allow time for outstanding transactions to clear. Destroy your ATM and/or Debit Cards, any unused checks and deposit slips.

3. **Move your Direct Deposit (s) to LNB.** Use the **Direct Deposit Authorization Form p.5** to make this process even easier!

4. **Transfer any Automatic Payments and Debits to LNB.** Use the **Automatic Payment Request Form p.7** to assist you in quickly making the switch.

5. **Close your previous checking account(s).** Use the **Account Closing Request Form p.9** to close your previous checking account.
# Customer Information Sheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>M</td>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City/State/Zip</th>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Mobile Phone</th>
<th>Email Address</th>
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<table>
<thead>
<tr>
<th>Driver’s License</th>
<th>DL Expiration Date</th>
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<table>
<thead>
<tr>
<th>Employer</th>
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## Joint Account Holder (If Applicable)

<table>
<thead>
<tr>
<th>Name</th>
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<th>Sex</th>
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## Accounts and Services

### Accounts and Services that you are interested in: *

- **Regular Checking Account**
- **Interest Bearing Checking Account**
- **Basic Checking Account**
- **Savings Account**
- **Individual Retirement Account**
- **Certificate of Deposit**
- **Health Savings Account**
- **ATM Card**
- **Visa® Debit Card**
- **Online Banking**
- **Online Bill Payer**
- **Telephone Banking**
- **Safe Deposit Box**
- **Investment/Insurance Services**
- **Consumer Loan**
- **Mortgage Loan**
- **Home Equity Loan/Line of Credit**
- **Other:**

*Refer to BankwithLNB.com*
Direct Deposit Instructions

Direct Deposits

After you’ve identified Direct Deposits from your previous bank statements, use the Direct Deposit Request to notify the depositor of your new bank information.

Before Sending the Direct Deposit Request

1. Check with your employer or source of income to make sure no other forms are required. For Social Security Direct Deposit, call the Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm.

2. Use the enclosed form p.5 to establish your direct deposit at LNB by providing it to your employer/source of income.

3. Maintain the account at your previous bank until you have confirmed that your Direct Deposit(s) has been switched to your LNB account.

After Sending the Direct Deposit Request

1. Confirm with your employer/source of income that forms were received.

2. Monitor your account through LNB Online Banking or Telephone Express.

Examples of Direct Deposit:

- Paycheck from Employer
- Social Security
- VA Compensation
- Retirement/Pension Plan
- Interest Income
- Dividends
- Military Pay
Direct Deposit Authorization

I authorize ________________________________ to send credit entries, as well as appropriate adjustments and debit entries, to my/our accounts indicated below.

**Account Number 1**

Account Type: _____ Checking    _____ Savings

Institution Name: The Lyons National Bank

Bank Routing/ABA Number: 022304616    Account Number: _______________________

Percentage to be deposited into this account: ________________

**Account Number 2**

Account Type: _____ Checking    _____ Savings

Institution Name: The Lyons National Bank

Bank Routing/ABA Number: 022304616    Account Number: _______________________

Percentage to be deposited into this account: ________________

Please attach a voided check for each account here.

________________________________________  _____________________________
Signature                                      Date

___________________________________________
Printed Name
Automatic Payment Request Instructions

Automatic Payments

After you’ve identified Automatic Payments from your previous bank statements, use the Automatic Payment Request Form p.7 to notify the merchant of your new bank information.

Don’t forget you can also manage your payments with LNB’s FREE Online and Mobile Banking.

Before Sending the Automatic Payment Request

1. Identify any existing automatic payments.

2. Use the enclosed form to request that your Automatic Payment Request Form p.7 be established at LNB.

3. Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your LNB account.
RE: Changing My Automatic Payment

ATTN: Accounts Receivable/Accounting

I have recently changed banks and would like to have my automatic payment with your company changed to my new account.

Please discontinue debiting my old bank account and begin making automatic withdrawals from my new LNB account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

________________________________________  _______________________________________
Authorized Signer #1/Date  Print Name/Title

Automatic Payment Information

________________________________________  _______________________________________
Name  Phone

________________________________________  _______________________________________
Address  City/State/Zip

________________________________________
Payment or Reason

________________________________________  _______________________________________
Date of Payment  Payment Amount or “Amount Due”

________________________________________  _______________________________________
Old Bank Name  Routing Number  Account Number

The Lyons National Bank  022304616

New Bank Name  Routing Number  Account Number
Account Closing Request
Instructions

Before sending the Account Closing Request

1. Check with your previous bank to make sure no additional forms or information are required.

2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have a Certificate of Deposit (CD’s), it is important to check the maturity dates.

3. Be sure that all automatic transactions have been switched to your LNB account before closing your old account.

After you’ve sent the Account Closing Request

1. Check account statements to verify that all accounts have zero balance and have been closed.
RE: Close My Accounts

ATTN: Account Maintenance

This letter is to inform you that I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address.

If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Print Name/Title

Automatic Payment Information

Account #1          Account #1          Account #3

Name          Phone

Address          City/State/Zip