



**Thank you for opening an account with us! Switch your account in 5 Easy Steps!**

**Step 1- Get Organized & Stop Using Old Account**

- Gather all pertinent information about your existing account and simply stop writing checks and using your debit card on your old account.
- Review your last statements and note all automatic payments. (Remember to leave sufficient funds to cover any outstanding checks or pending payments.)

*Note: Keep in mind that not all automatic payments that you have previously established occur on a monthly basis. For example, insurance payments, association dues and federal and state tax returns/payments can occur on irregular intervals such as bi-monthly, quarterly or even an annual basis.*

**Step 2 - Move Your Direct Deposit & Automatic Payments**

- Prepare to move your direct deposit by completing the Direct Deposit and/or Automatic Payment Transfer Letter(s). Note: You may be asked to fill out an additional form by the party making the direct deposit.
- To transfer social security direct deposit, you can either call Social Security Administration at 1-800-772-1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)
- Set up new automatic payments. If you have loans with us, consider setting up automatic payments by going online at [www.psbiova.com](http://www.psbiova.com) or by calling us at 641-393-2301.

**Step 3 - Close Your Old Accounts**

- Confirm all checks have cleared and all automatic payments have been made.
- Complete the Account Closing Letter and send it to your old financial institution. (Remember that some financial institutions may require you to fill out additional forms.) If your account is an interest bearing account, please consider your account closing date carefully.
- Destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your old account(s).

**Step 4 - Keep Copies for Your Records**

- Remember to keep a copy of all documents, letters and forms for your personal records.

**Step 5 - Transfer Other Accounts**

- Consider making your financial life less complicated by transferring other accounts to Peoples Savings Bank. We offer a variety of account and loan products to suit varying needs. We can help manage your finances and find ways to make your money work smarter.

**If you need help with switching your account please contact us at Peoples Savings Bank.  
We will be happy to assist you with switching your account.**

**Peoples Savings Bank**

PO Box 357 Elma IA 50628

phone: (641) 393-2301 e-mail: [psb@psbiova.com](mailto:psb@psbiova.com) website: [www.psbiova.com](http://www.psbiova.com)

TO: \_\_\_\_\_(First & Last Name)

Automatic Payment Letter

\_\_\_\_\_(Company)

\_\_\_\_\_(Address)

\_\_\_\_\_(City, State & Zip)

From: \_\_\_\_\_(First & Last Name)

\_\_\_\_\_(Address)

\_\_\_\_\_(City, State & Zip)

\_\_\_\_\_(Date)

To whom it may concern,

I have changed financial institutions and I hereby authorize you to switch my automatic payment over to my new account at:

Peoples Savings Bank

PO Box 357

Elma IA 50628-0357

Routing number 073920764

Account number: \_\_\_\_\_

Please contact me at \_\_\_\_\_ or Peoples Savings Bank at 641-393-2301 with any questions.

Sincerely,

\_\_\_\_\_(Sign Your First & Last Name)

\_\_\_\_\_(Print Your First & Last Name)

TO: \_\_\_\_\_(First & Last Name)

Direct Deposit Letter

\_\_\_\_\_(Company)

\_\_\_\_\_(Address)

\_\_\_\_\_(City, State & Zip)

From: \_\_\_\_\_(First & Last Name)

\_\_\_\_\_(Address)

\_\_\_\_\_(City, State & Zip)

\_\_\_\_\_(Date)

To whom it may concern,

I have changed financial institutions and I hereby authorize you to switch my Direct Deposit over to my new account at:

Peoples Savings Bank

PO Box 357

Elma IA 50628-0357

Routing number 073920764

Account number: \_\_\_\_\_

Please contact me at \_\_\_\_\_ or Peoples Savings Bank at 641-393-2301 with any questions.

Sincerely,

\_\_\_\_\_(Sign Your First & Last Name)

\_\_\_\_\_(Print Your First & Last Name)

TO: \_\_\_\_\_(First & Last Name)

Account Closing Letter

\_\_\_\_\_(Company)

\_\_\_\_\_(Address)

\_\_\_\_\_(City, State & Zip)

From: \_\_\_\_\_(First & Last Name)

\_\_\_\_\_(Address)

\_\_\_\_\_(City, State & Zip)

\_\_\_\_\_(Date)

To whom it may concern,

I have switched financial institutions and I hereby authorize you to close my account effective\_\_\_\_\_. The information is as follows:

\_\_\_\_\_(First & Last name)

\_\_\_\_\_(Account Number)

Please forward any remaining balance, plus interest, at the specified closing date to my new account at Peoples Savings Bank. Their contact information is:

Peoples Savings Bank

PO Box 357

Elma IA 50628-0357

Routing number 073920764

Account number: \_\_\_\_\_

Please contact me at \_\_\_\_\_ or Peoples Savings Bank at 641-393-2301 with any questions.

Sincerely,

\_\_\_\_\_(Sign Your First & Last Name)

\_\_\_\_\_(Print Your First & Last Name)