



BRUNING BANK

Bruning | Hebron | Broken Bow | Holdrege | Kearney | Grand Island

Switch Checklist

Switching banks can be tough, but we will be here for you every step of the way. Please don't hesitate to give us a call if you have any questions!

☐

Open your new account(s) with Bruning Bank.

☐

Fill out the Direct Deposit and Automatic Payment forms.

☐

Make sure all of your checks have cleared and your automatic payments and deposits have been switched before closing your other account(s).

☐

Close your account by notifying your old bank with the Close Account Request form.

☐

Destroy all unused checks, deposit slips, ATM and debit cards. Keep your new Bruning Bank routing and account numbers handy for direct deposit and automatic withdrawal requests.





BRUNING BANK

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Authorization for Direct Deposit

To: _____
(Employer)

Please switch my direct deposit to **Bruning Bank** starting on:

DATE: ____ / ____ / ____

New Account #: _____
(Attached is voided check)

New Bank Routing #: _____ 104106693

Switching From: _____
(Name of Previous Financial Institution)

Old Account #: _____

Old Bank Routing #: _____

Account Holder: _____

Address: _____

City, State, Zip Code: _____

Daytime Phone: (____) ____ - ____

Signature: _____

Printed Name: _____



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BRUNING BANK

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Authorization for Automatic Payment

Service Provider: _____

**My Account # With
Your Organization:** _____

Please switch my automatic payment to **Bruning Bank** starting on:

DATE: ____ / ____ / ____

Type of Account: _____

(Checking or Savings)

New Account #: _____

(Attached is voided check)

New Bank Routing #: _____ **104106693**

Switching From: _____

(Name of Previous Financial Institution)

Old Account #: _____

Old Bank Routing #: _____

Account Holder Name: _____

Address: _____

City, State, Zip Code: _____

Daytime Phone: (____) ____ - ____

Signature: _____

Printed Name: _____



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Account Closing Request

DATE: ____ / ____ / ____

To: _____

(Financial Institution Name)

Address: _____

City, State, Zip Code: _____

From: _____

(Name(s) on Account)

Last Four Digits of Social Security Number: _____

Please **CLOSE** the Following Accounts with Your Institution

ACCOUNT 1	ACCOUNT TYPE	
	ACCOUNT	
	SEND PAYMENT AT ONCE ☐ OR DEFER PAYMENT UNTIL CLOSE OF INTEREST PAYMENT ☐ (Check One)	
ACCOUNT 2	ACCOUNT TYPE	
	ACCOUNT	
	SEND PAYMENT AT ONCE ☐ OR DEFER PAYMENT UNTIL CLOSE OF INTEREST PAYMENT ☐ (Check One)	
ACCOUNT 3	ACCOUNT TYPE	
	ACCOUNT	
	SEND PAYMENT AT ONCE ☐ OR DEFER PAYMENT UNTIL CLOSE OF INTEREST PAYMENT ☐ (Check One)	

Forward funds to me at the following address:

Address: _____

City, State, Zip Code: _____

Daytime Phone: (____) _____ - _____

Signature: _____

Joint Account

Holder Signature: _____

Printed Name: _____



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Track Your Switch

Use this form to keep track of all the information you need to move your direct deposits, payments, and close your old account.

Your Bruning Bank Account #: _____

Your Bruning Bank Routing #: _____ 104106693

Direct Deposit

ONE	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	STATUS
	ESTIMATED SWITCHING DATE	/ /	
TWO	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	STATUS
	ESTIMATED SWITCHING DATE	/ /	
THREE	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	STATUS
	ESTIMATED SWITCHING DATE	/ /	

Automatic Payments

ONE	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	STATUS
	ESTIMATED SWITCHING DATE	/ /	
TWO	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	STATUS
	ESTIMATED SWITCHING DATE	/ /	
THREE	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	STATUS
	ESTIMATED SWITCHING DATE	/ /	



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Track Your Switch

Outstanding Checks

ONE	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
TWO	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
THREE	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
FOUR	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
FIVE	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	

(Make sure all outstanding checks have cleared before closing accounts)



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