

# THE SWITCH KIT

Ready to make the switch? MSB is here to help with our Switch Kit.

Are you stressed about the process or nervous about banking with someone new? We make it simple, step-by-step, so you can feel confident from day one.



**MEDIAPOLIS  
SAVINGS  
BANK**

**Contact Us!**



**319-394-3191**



**[www.gombsb.bank](http://www.gombsb.bank)**

**Member  
FDIC**

# READY. SET. SWITCH.

We're excited that you've chosen to take a new financial path with MSB. Here, you can expect personalized service, expert guidance, and a team that's genuinely committed to helping you feel confident in your banking decisions. We promise prompt, helpful, and friendly support throughout your transition.

We understand that changing banks can feel overwhelming. That's exactly why we created the MSB Switch Kit—a simple, step-by-step guide designed to make your move as smooth and stress-free as possible. Inside, you'll find clear instructions and easy-to-use forms to help you transition away from your current bank.

Just follow the steps, and let us walk you through the process. We're here to help every step of the way!



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# EASY SWITCH KIT STEPS

## **STEP 1: Open your New Account(s)**

Now that you've decided to make the move, it's time to gather the information you'll need to open your new MSB account. Just follow the steps below to begin the easy switch.

### Organize the Information You'll Need

- Use the Customer Information Sheet on page 6 to record your personal information. Having this information completed will make opening your new MSB account quick and simple.

### Open Your MSB Account(s)

- Once you're ready, visit any MSB location and we'll assist you with opening the accounts that best fit your needs. Refer to pages 7 and 8 to explore our account options.

### Choose Additional Services

- Debit Card
- Checks
- Online Banking
- Online Bill Pay
- Mobile Deposit
- Insufficient Funds Transfer
- Safe Deposit Box



# EASY SWITCH KIT STEPS

## STEP 2: Switch Direct Deposits & Automatic Payments

### Direct Deposits

- Identify your current direct deposit sources.
- Verify with those sources what is required to switch your bank information.
- Provide them your new MSB account information to switch your direct deposits.

**Below is a checklist of some common direct deposit sources to help you remember to inform the sender about your new account.**

### Checklist for Direct Deposits Sources

Payroll	Social Security
Retirement/Pension Plan	Federal Salary/Military Civilian Pay
Interest Income	VA Compensation or Pension
Dividends	Supplemental Security Income
Other _____	Railroad Retirement
Other _____	Civil Service Retirement
Other _____	Military Active
Other _____	Military Retirement
Other _____	Military Survivor
Other _____	Other _____



# EASY SWITCH KIT STEPS

## Automatic Payments

- Identify all your current automatic payments. Review your last 2 - 3 monthly bank statements to compile a list of payees. Take into consideration any quarterly or annual payments that you may have set up.

***There may be several ways to notify the payees with your new account information.***

- Many utilities and vendors have websites available for you to enter your new bank account information.
- Some payees may have a change form included with your monthly statement.
- Many payees provide a customer service number and allow you to provide your new account information by telephone.

### **Checklist for Automatic Payments**

Electric Company	Department Store Card
Gas Company	Home/Renters Insurance
Water Company	Automobile Insurance
Telephone	Life/Health Insurance
Cellular Phone	Auto Club (AAA)
Cable Service	Health Club
Mortgage or Rent Payment	Charitable Donations
Car Loan or Lease	Other _____
Credit Card _____	Other _____
Credit Card _____	Other _____
Credit Card _____	Other _____

## Online Bill Payments

### **Important!**

If you are currently utilizing Online Bill Pay with your financial institution, be sure to:

1. Print a list of your payees, including addresses and account numbers, if available.
2. Print your Bill Payment History so you have a record of all payments you have made.

# EASY SWITCH KIT STEPS

## **STEP 3: Close Your Old Account(s)**

### Prepare to Close Your Old Account(s)

- Confirm that all outstanding checks have cleared your old account.
- Verify that your direct deposits have been redirected to your new MSB account.
- Check with any payees who have not redirected your automatic payments.
- Close your accounts.

Mediapolis Savings Bank Customer Information Sheet Date: \_\_\_\_\_

<b>Name #1</b>		<b>Name #2</b>	
<b>SSN #1</b>		<b>SSN #2</b>	
<b>Date of Birth</b>		<b>Date of Birth</b>	
<b>Complete Street Address</b>		<b>Complete Street Address</b>	
Mailing Address Or P.O. Box		Mailing Address Or P.O. Box	
<b>City/St/Zip</b>		<b>City/St/Zip</b>	

Home Ph. #		Home Ph. #	
Cell Ph. #		Cell Ph. #	
Work Ph. #		Work Ph. #	
Email Address (must be valid)		Email Address (must be valid)	
Employer		Employer	
Occupation		Occupation	
<b>Drivers License # or Govt Issued ID</b>		<b>Drivers License # or Govt Issued ID</b>	
<b>State Issued</b>		<b>State Issued</b>	
<b>Date Issued</b>		<b>Date Issued</b>	
<b>Expiration Date</b>		<b>Expiration Date</b>	
Security Question		Security Question	
Security Answer		Security Answer	

Teller Initials: \_\_\_\_\_





Checking Accounts

Effective 05/18/2026

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Personal

- Minimum Deposit of \$50.00 or more
-No Interest will be earned
-No Monthly Maintenance Fee or per debit charge
-Can convert to an Imaged account on statement cycle day only
-E-statement-No Charge
-\$2.50- Mailing Fee
-\$7.50- Image Statement Fee

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Non-Personal

- Minimum opening deposit of \$100.00
-No Debits-No Charge
-\$5.00 Monthly Maintenance Fee
-\$.13 per debit charge (.15 on imaged statements)
-\$.13 per transit item deposited (.15 on imaged statements)
-The monthly service charge will be reduced by .0005 cents per \$1 on the minimum balance per month
-E-statement-No Charge
-\$2.50- Mailing Fee
-\$7.50- Image Statement Fee

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Small Business

- Minimum opening deposit of \$100.00
-Up to 100 total (credits + debits)-No Charge
-\$.30 per item service charge (credit or debit) above the 100 item threshold
-E-statement-No Charge
-\$2.50- Mailing Fee
-\$7.50- Image Statement Fee

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NOW

- Minimum balance of \$1,000.00= No maintenance fee or per debit charge will be assessed if minimum balance is maintained
-\$7.00 Monthly Maintenance Fee if account falls below minimum balance
-\$.15 per debit charge if account falls below minimum balance
-Earns interest on daily available balance
-E-statement-No Charge
-\$2.50- Mailing Fee
-\$7.50- Image Statement Fee

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Super NOW

- Minimum Balance of \$2,500.00 = No maintenance fee or per debit charge will be assessed if minimum balance is maintained
-\$7.00 Monthly Maintenance Fee if account falls below minimum balance
-\$.15 per debit charge if account falls below minimum balance
-Earns interest on daily available balance
-E-statement-No Charge
-\$2.50- Mailing Fee
-\$7.50- Image Statement Fee

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Signature

- Minimum Balance of \$100.00 to open account
-Earns interest if the following four requirements are met monthly:
\*Log on to Online Banking \*E Statements
\*15 check card transactions \*1 auto deposit or payment
- If all requirements are met foreign ATM surcharges are refunded up to \$10.00
-Month end statement is cut (no exceptions)

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Independence (young adult to age 23)

- Minimum Balance of \$100.00 to open account
-Earns interest if the following three requirements are met monthly:
\*Log on to Online Banking \*E Statements
\*8 check card transactions
- If all requirements are met foreign ATM surcharges are refunded up to \$10.00
-Month end statement is cut (no exceptions)

