



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Easy Switch Checklist

Switching all of your accounts to First Federal has never been so easy. To make your switch easy and convenient, simply refer to the following checklist. One of our Customer Service Representatives at any of our branches will be happy to assist you. We're right here when you need us!

Caution! Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.

- To **open your First Federal account(s)**, you will need:
 - Form 1** – Customer Account Information (included in Switch Kit)
 - A current driver's license or another type of government-issued identification
 - Your Social Security number
 - Your opening deposit.

- To **close an account with your previous bank** and transfer any remaining funds to your First Federal account(s), you will need:
 - Form 2** – Account Closing Notification (included in Switch Kit)
 - Recent bank statement with your previous account number(s) to aid in completing the form
 - To review the "Helpful Hints" located at the bottom of the form
 - To complete a separate form for each bank at which you wish to close accounts.

- To **change your payroll or other direct deposit** from your previous bank account to your First Federal account(s), you will need:
 - Form 3** – Payroll Direct Deposit Request (included in Switch Kit) and/or
 - Form 4** – Direct Deposit Request (included in Switch Kit)
 - New First Federal account number(s)
 - First Federal routing number: 324170179
 - To complete a separate form for each employer or entity that deposits to your previous bank accounts.

- To **change your Social Security direct deposit** from your previous bank account to your First Federal account(s), you will need:
 - New First Federal account number(s)
 - First Federal routing number: 324170179
 - To call 1 800 772-1213 or visit www.ssa.gov/deposit/howtosign.htm to change your direct deposit.

- To **change your automatic payment or withdrawal** from your previous bank account to your First Federal account(s), you will need:
 - Form 5** – Automatic Payment Request (included in Switch Kit)
 - Recent statement from vendor to aid in completing the form
 - New First Federal account number(s)
 - First Federal routing number: 324170179
 - To complete a separate form for each vendor that you authorize to withdraw money from your account.

- To **move your online payments** from your previous bank account to your First Federal account(s) and/or **set up FREE Web Bill Pay**, you will need:
 - Form 6** – Web Bill Pay Checklist (included in Switch Kit)
 - To sign up for First Federal's FREE Internet Banking
 - To enroll in FREE Web Bill Pay through First Federal's Internet Banking.

- To **discuss your lending needs**, you will need:
 - Form 7** – Loan Information Request (included in Switch Kit).



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Customer Account Information

Please use this form to provide the information we need to open an account for you. Complete this form and bring it along with your driver's license or other government-issued identification, Social Security number, and opening deposit(s) to any branch to open your First Federal account(s). You will need one completed form and identification for each person who will sign on your account.

If you do not have a driver's license or government-issued identification, please contact a Customer Service Representative at any First Federal branch to learn what other documents are acceptable.

Bring this completed form, your ID, and your opening deposit to any First Federal branch. Caution! Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.

Legal Name: First Middle Last

Social Security Number Date of Birth

Mother's Maiden Name

Physical Address

Street City State Zip

Mailing Address Same as above

Street City State Zip

Home Phone Work Phone

Identification Type: Driver's License Military ID State ID Passport Alien ID (green card)

ID Number State/Country Issued by

Issue Date Expiration Date

Customer Signature Date



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Account Closing Notification

Please accept this letter as authorization to close my account(s) with your institution. Please close the account(s) listed below.

Give this completed and signed form to your previous bank. Caution! Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.

To: Previous Bank Name Bank Address Bank City Bank State, Zip

Table with 3 columns: Account Number, Account Type (Checking, Savings, Other), Name(s) as listed on the account

- Give remaining funds to me in person.
Send any remaining funds to me by check with a copy of this sheet to: First Federal • Attn. Customer Care Center • P.O. Box 249 • Twin Falls, ID 83303
Send any remaining funds to me by check to the address listed for the accounts above.

Thank you for your prompt attention to this request. If you have any questions about this account-closing request, please contact me immediately.

Signature Printed Name Date

Signature Printed Name Date

Helpful Hints

- Check with your previous bank to make sure no additional forms or information are required.
Ask about any possible early withdrawal penalties before you close your old account. For Certificates of Deposit (CDs) it is important to check maturity dates.
Ensure all outstanding checks have cleared your old account.
Ensure all electronic credits/direct deposits or debits/payments/withdrawals have been transferred to your new account or stopped.
If you have a balance remaining in your old account, contact your previous bank if you do not receive your funds within three weeks.
Make sure you have destroyed all remaining checks, deposit slips, and debit and ATM cards for your old account(s).



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Payroll Direct Deposit Request

Please accept this letter as notification that I have established a new deposit account at First Federal Bank. I would like my paycheck to be automatically deposited to my First Federal account according to the instructions below.

Give this completed and signed form to your employer. Caution! Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.

To: Payroll Department

Employer/Company Name

Please attach a voided check here

From:

Employee Name

if required by employer.

Social Security Number

Subject: Payroll Direct Deposit

Date

- Establish Direct Deposit
Change Existing Direct Deposit

Deposit Instructions:

- Deposit entire amount to checking account #
Deposit \$ to savings account # and the remainder to checking account #
Deposit \$ to money market account # and the remainder to checking account #

First Federal Routing Number: 324170179

I authorize:

- The listed employer/company to change deposits of my funds to my First Federal account(s).
First Federal to credit funds to my account(s).
This authorization to remain in effect until I send written notice of change or cancellation.

Signature Date



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Direct Deposit Request

Please accept this letter as notification that I have established a new deposit account at First Federal Bank. I would like my funds to be automatically deposited to my First Federal account according to the instructions below.

*Give this completed and signed form to the entity you allow to deposit funds into your account. **Caution!** Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.*

To:
Entity/Company Name _____

Please attach a
voided check here
if required
by entity/company.

From:
Customer Name _____
Social Security Number _____

Subject: Direct Deposit

Date _____

- Establish Direct Deposit
- Change Existing Direct Deposit

Deposit Instructions:

- Deposit entire amount to checking account # _____.
- Deposit entire amount to savings account # _____.
- Deposit entire amount to money market account # _____.

First Federal Routing Number: 324170179

I authorize:

- The listed entity/company to change deposits of my funds to my First Federal account(s).
- First Federal to credit funds to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature _____ Date _____



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Automatic Payment Request

Please accept this letter as notification that I have established a new deposit account at First Federal Bank. I would like the following payment to be automatically debited from the First Federal account listed below.

*Give this completed and signed form to the company you are authorizing to make withdrawals from your account. **Caution!** Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.*

- Establish Automatic Payment
- Change My Existing Automatic Payment

Please attach a
voided check here
if required
by company.

Automatic Payment Information:

Company Name _____
Company Account # _____
Payment Amount: \$ _____

Personal Information:

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Daytime Phone Number _____

Bank Account Information:

Account Type: Checking Savings Money Market
First Federal Account # _____

First Federal Routing #324170179

I authorize:

- The company listed to initiate withdrawal of my funds from the above First Federal account.
- First Federal to debit funds from my account on behalf of the company listed.
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature _____ Date _____



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Web Bill Pay Checklist

We've made it easy to move all your online payments to Web Bill Pay. Once you have opened your new First Federal account and signed up for FREE Internet Banking with First Federal, you can access Web Bill Pay to pay your bills online. Use this helpful checklist as a reminder of the online payments you currently have or would like to set up. If you don't already use online payment services, you will find that Web Bill Pay is a powerful tool for managing monthly payments, and it's FREE with your First Federal checking account!

Helpful Hint: If you have used online bill pay at another institution, use the contact information you already have to set up your Web Bill Pay through First Federal's Internet Banking.

- Mortgage/Rent
Home/Renter's Insurance
Auto Loan/Lease
Auto Insurance
Health/Life Insurance
Electricity
Gas Company
Water
Oil
Home/Cellular Phone
Long Distance
Cable TV
Auto Club (AAA, Onstar, etc.)
Memberships (Health Club, Magazine Subscriptions, etc.)
First Federal Credit Card
Department Store Credit Cards
Other Credit Cards
Loans (Personal, Student, HELOC, etc.)
Transportation/Parking
Savings/Investments/Annuity Payments
Other
Other



383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Loan Information Request

Use this form to list your contact information if you would like one of our Loan Officers to contact you, or you may contact a First Federal Loan Officer at any of our convenient locations.

Caution! Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.

Contact Information (Please print.)

Name _____ Phone Number _____
Current Street Address _____ Work/Cell Phone _____
City/State/Zip _____ E-mail Address _____

Yes, I am interested in and would like more information on:

- Auto Loan
Business Loan
Construction Loan
Credit Card
Home Equity Loan
Home Improvement Loan
Mortgage Loan
Personal Loan
Refinance Loan
Other

I would like to be contacted by: [] E-mail [] Phone [] Mail

The best time of day to reach me is: [] Morning [] Daytime [] Evening

All loan applications are subject to credit approval as well as specific product guidelines. This form does not take the place of a First Federal loan application. Please contact a First Federal Loan Officer to apply for a loan.





383 Shoshone St. N., Twin Falls, ID 83301
P.O. Box 249, Twin Falls, ID 83303
800 278-9435 • 208 733-4222

Direct Deposit Contact Information

Please feel free to use the information below to contact any of the entities listed. Our Customer Service Representatives are always here to help you and answer any questions you may have.

U.S. Office of Personnel Management
Retirement Operations Center
888 767-6738
www.opm.gov/retire

PERSI
800 451-8228 (in Idaho)
208 334-3365 (in Idaho)
www.persi.idaho.gov

U.S. Railroad Retirement Board
801 524-5725 (local office in Salt Lake City)
312 751-4704
www.rrb.gov

Social Security Administration
800 772-1213
www.socialsecurity.gov

Department of Veterans Affairs National Direct Deposit Center
VA Retirement
877 838-2778
www.va.gov