



## WELCOME TO MERCHANTS & FARMERS BANK

We want to make your move to our bank as easy as possible. Our Switch Kit will make transferring your automatic deposits and withdrawals **simple and seamless**.

337-239-6504

Main Office  
501 S 5th St

Anacoco  
4743 Main St

Lake Charles  
4091 Nelson Rd

Main Annex  
400 S 5th St

New Llano  
3002 Colony Blvd

Rosepine  
18625 Johnny B Hall  
Memorial Hwy

Sulphur  
975 Beglis Pkwy

Uptown  
400 N 6th St

Vinton  
1401 Loree St

### 1. Identify automatic transactions

Use the Automatic Transaction Inventory Checklist to list all electronic payments and withdrawals.

### 2. Change your Direct Deposits

Use the Authorization to Change Automatic Deposit Form to give your employer or other companies that pay you your new account information so that funds can be automatically deposited into your new account.

### 3. Change your automatic payments

Use the Authorization to Change Automatic Payments Form to change all automatic withdrawals or automated payments. Don't forget about companies that use your debit card number for automatic withdrawals.

## AUTOMATIC TRANSACTION INVENTORY CHECKLIST

Automatic Deposits	Company	Account #	Amount	Date
Payroll				
Pension/Retirement				
Social Security				
Investment Income				
Other				
Automatic Deductions	Company	Account #	Amount	Date
Mortgage/Rent				
Auto Loans				
Home Insurance				
Car Insurance				
Credit Cards				
Gas				
Electric				
Cable/Satellite				
Streaming Service				
Internet				
Water				
Cell Phone/Home Phone				
Other Insurance				
Health Club				
Investments				
Daycare				
IRA/Retirement				
Charities				
Shopping Apps				
Other				
Other				
Other				

Use your latest bank statement to help determine which items are automatically deducted from your checking account vs from your debit card.

For Social Security deposits, call the Social Security Administration Direct Deposit Department at 1-888-577-6906 or sign up on-line by visiting [www.ssa.gov](http://www.ssa.gov).



## AUTHORIZATION TO CHANGE AUTOMATIC DEPOSIT

Complete this form for each automatic deposit you would like to change and submit it to any company who is automatically depositing funds to your existing checking account.

To: Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I have recently changed my banking relationship to Merchants & Farmers Bank. I hereby authorize my direct deposit to be sent to my new bank account noted below.

Payee Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

New Bank Name Merchants & Farmers Bank

New Bank Routing Number 065204249

New Bank Account Number \_\_\_\_\_

Account Type  Checking  Savings

I hereby authorize to have my direct deposit switched to my account with Merchants & Farmers Bank. This authorization replaces any previous authorization and will remain in full force and effect until the company has received written notification from me of its termination in such time and in such manner as to afford the company and its bank a reasonable opportunity to act on it.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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## AUTHORIZATION TO CHANGE AUTOMATIC PAYMENTS

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Complete this form and submit it to any company or organization that is automatically withdrawing payments from your checking account.

To: Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Account/Policy # \_\_\_\_\_

Amount \$ \_\_\_\_\_ Date of Payment(s) \_\_\_\_\_

Effective Date \_\_\_\_\_ Frequency of Payment(s) \_\_\_\_\_

To Whom It May Concern:

I hereby authorize automatic payments from my new checking account with:

New Bank Name Merchants & Farmers Bank

New Bank Routing Number 065204249

New Bank Account Number \_\_\_\_\_

Bank Physical Address 501 S 5th St, Leesville, LA 71446

Bank Mailing Address P O Box 1151, Leesville, LA 71496

This authorization replaces any previous authorization and will remain in full force and effect until the company has received written notification from me of its termination in such time and in such manner as to afford the company and its bank a reasonable opportunity to act on it.

Signature \_\_\_\_\_ Date \_\_\_\_\_