# SWITCHING TO ASTRA BANK HAS NEVER BEEN EASIER!

# 1. Open a new Astra Bank Checking account.

You will need your account and bank routing numbers for the next steps.

### 2. Stop using your old checking account.

Keep your old checking account open until your direct deposits and automatic payments take effect and all outstanding checks clear.

### 3. Change or sign up for direct deposit.

Use the following direct deposit enrollment form to inform your employer or other organizations that you have a new ASTRA BANK account. Fill out the form using the account and bank routing numbers from your new Astra Bank Checking account.

# **4. Change any automatic payments.** If you have any monthly payments such as

If you have any monthly payments such as utility or loan payments automatically deducted from your account, you can use the following Automatic Change Request to inform these companies of your new account information.

### 5. Close your old account.

Once your checks have cleared and your automatic payments have been changed to your new account, fill out the attached form to inform your former bank that you wish to close your account.

#### **DIRECT DEPOSITS**

Please complete this form and give it to your pay provider.	Please complete this form and give it to your pay provider.
Please deposit my check(s) as indicated below directly into:	Please deposit my check(s) as indicated below directly into:
ASTRA BANK	ASTRA BANK
323 4 <sup>th</sup> Street	323 4 <sup>th</sup> Street
Scandia, KS 66966	Scandia, KS 66966
Astra Bank routing and transit number: 101102344	Astra Bank routing and transit number: 101102344
Checking Account	Checking Account
Savings Account	Savings Account
Suvings recount	2
My Astra Bank Account Number:	My Astra Bank Account Number:
Name	Name
Signature	Signature
Phone Number:	Phone Number:
Date:	Date:
Type of Check:  Employer Payroll  Supplemental Security Income Social Security  V.A. Comp or Pension Civil Service Retirement Railroad Retirement Other:	Type of Check:  Employer Payroll  Supplemental Security Income Social Security  V.A. Comp or Pension Civil Service Retirement Railroad Retirement Other:

**DIRECT DEPOSITS** 

#### **AUTOMATIC PAYMENTS**

#### Please complete this form and give it to your Please complete this form and give it to your Please complete this form and give it to your previous financial institution(s). payee(s). payee(s). Please change my existing authorization(s). Please change my existing authorization(s). To Whom it May Concern: Transfer automatic payment(s) from my previous Transfer automatic payment(s) from my previous financial institution to the following bank and financial institution to the following bank and Please close the following account # account number. account number. ASTRA BANK **ASTRA BANK** 323 4<sup>th</sup> Street 323 4<sup>th</sup> Street in the name of Scandia, KS 66966 Scandia, KS 66966 Astra Bank routing and transit number: 101102344 Astra Bank routing and transit number: 101102344 and send a check for the remaining balance to the My ASTRA BANK Checking Account Number: address below. If you have any questions, please let My ASTRA BANK Checking Account Number: me know. Thank you. Day phone number: Evening/cell number: Payee Payee Date: Account Number Account Number Thank you, Amount Amount Account Signer Name Name Name Account Signer Signature Signature Signature Address Phone number Phone number City, State ZIP Date Date

**AUTOMATIC PAYMENTS** 

**CLOSING YOUR OLD ACCOUNT**