



F&M Bank

Make The Switch Without A Hitch

Changing banks can be a big decision and a real challenge. So, thank you for choosing F&M Bank, we look forward to building a long-lasting relationship with you. Our switch kit will make the transfer to our bank quick and easy. Simply follow our steps and use the forms to guide you in your transition to F&M Bank.

1

Open your new F&M Bank account

- Learn more about the accounts we offer by visiting our [website](#) or by coming into the nearest [F&M Bank location](#) to you.
- Now that you have decided which type of account to open, download the appropriate PDF below outlining the required documentation. We will also need the following [Business Information Sheet](#) and [Personal Information Sheet](#) for each person that will be on the account. This will assist us in opening your business account.

[Sole Proprietorship/DBA](#) required docs (PDF)

[Limited Liability Company LLC and LLP](#) required docs (PDF)

[Partnerships](#) required docs (PDF)

[Corporation](#) required docs (PDF)

2

Transfer Direct Deposits and Automatic Payments

- Send the [Direct Deposit Request Form](#) to your employer, retirement plan, or other sources of income such as [Social Security](#) to change all your direct deposits over to your new account.
- Using the [Transaction Checklist](#) get all your automatic payments organized. You will then want to notify all vendors using the [Automatic Payment Request Form](#) of your new account and routing number.

3

Close your old account

- Confirm that all outstanding checks have cleared your old account.
- Verify that your direct deposits and automatic payments have been redirected to your new account.
- Use the [Request to Close Account Form](#) to notify your old bank to close your account and disburse the remaining funds.