

Interested in switching your accounts to FirstTier Bank, but not sure how to get started? That's why we've developed the FirstTier Switch Kit. It is a step-by-step checklist to help make your transition to a new FirstTier Bank account quick and easy. Just follow the simple steps to get started. If we can be of any further assistance throughout the transition, please feel free to call your local branch or our main office (308-235-4633) Thank you for choosing FirstTier Bank. We value and appreciate your business!

1) To open an account, visit your nearest Branch location.

Use the ATM & Branch Locator on our Web site, (www.firsttierbanks.com) to locate the FirstTier Bank branch nearest to you.

2) Sign up for FirstTier Bank online banking.

Easily track your direct deposits, automatic withdrawals or payments and checks as they clear your FirstTier Bank account. To sign up for online banking, visit a branch or go to our Web site www.firsttierbanks.com. Go to the Online Banking Icon in the top right corner of the Web site and click on "Enroll".

3) Stop using your former account and begin using your new FirstTier Bank account as soon as possible.

Be sure to leave funds in your former account until all of your checks have cleared and any automatic withdrawals have been successfully transferred to FirstTier Bank.

4) Change your Direct Deposits to FirstTier Bank.

Use our attached Direct Deposit Authorization Change Form to change any direct deposits. Remember to attach a voided FirstTier Bank check to this form.

5) Change your Automatic Payments or Withdrawals to FirstTier Bank.

Use our attached Automatic Payment or Withdrawal Authorization Change Form to change any automatic payment or withdrawal.

6) Close your former account at the other institution.

Use our attached Account Closing Form to close your account at the other banking institution.

Once you close your account at the other institution, remember to shred or destroy any old checks for security purposes.

Routing and Account Numbers...

1. The bank's routing number is the 9-digit number located in the bottom left corner of your check.

2. Your account number is the set of numbers appearing just after the routing number or to the right of the check sequence number. Although your Account Number may contain spaces and symbols, do not type them.

Automatic Payment or Withdrawal Authorization Change Form

Use this form to change your Automatic Payments or Withdrawals to FirstTier Bank (e.g. loan payment, insurance payment, transfers to brokerage accounts or savings accounts).

Date: _____
To: _____ (Company Name)
_____ (Address of Company)
_____ (City, State, Zip)
From: _____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Please accept this letter as authorization to change the bank account information for automatic payments or withdrawals in the name of: _____, approximate amount of transfer _____.

I am aware that some automatic payments or withdrawals require advance notice of changes. Please include those notice periods immediately, the new bank information is as follows:

FirstTier Bank Account Number: _____

Checking Savings CD Money Market (*select one*)

ABA Bank Routing Number: **104113880**

If you should have any questions regarding this transaction please call me on my daytime phone number:

_____.

Thank you for your cooperation.

Sincerely,

(Customer Signature)

If available, attached is a voided check from my account.

Note:

If there are multiple payments involved please complete a form for each.

Account Closing

Use this form to Close Your Account at another bank institution and request a check for the remaining balance.

Date: _____
To: _____ (Bank Name)
_____ (Bank Address)
_____ (City, State, Zip)
Primary Account Holder: _____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Secondary Account Holder: _____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Please accept this as my authorization and direction to close my account with your institution.

Account Number: _____

Checking Savings CD Money Market (*select one*)
to: (*select one*)

FirstTier Bank
P.O. Box 730
115 S. Walnut St.
Kimball, NE 69145

If you should have any questions regarding this transaction please call me at my daytime phone number:

Thank you for your cooperation.
Sincerely,

(Customer Signature)

Note:

If there are multiple accounts involved please complete a form for each account.

Verify all checks and payments have cleared prior to submitting this form to close your account.

Make the switch to FirstTier Bank today

Automatic Payment Checklist

	Payment Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Telephone				
Cell Phone				
Water				
Trash Removal				
Internet Provider				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Tuition/School Expense				
Other				

Direct Deposit Checklist

	Payment Company	Account Number	Amount	Payment Date
Employee Payroll				
Pension(s)/Retirement				
Plans				
Social Security				
Investment Incomes				
Other				
Other				
Other				

Use this form to gather all of your auto pay and deposit information in one place for easy reference.

Account Holder Name _____

Phone Number _____

Make the switch to FirstTier Bank today.

Direct Deposit Authorization Change Form

Use this form to change your direct deposit to FirstTier Bank (payroll, dividends, royalties, etc.)

Date: _____

To: _____ (Company/Employer Name)

(Address of Employer Company)
(City, State, Zip)

Primary Account Holder:

(Name)
(Home Address)
(City, State, Zip)

Secondary Account Holder:

(Name)
(Home Address)
(City, State, Zip)

Please accept this letter as authorization to change the bank account information for direct deposit in the name of: _____, payment type: (i.e. Payroll, Pension/Retirement, Investment Income, other-please specify) _____.

I am aware that some automatic deposits require advance notice of changes. Please include those notice periods immediately. The new bank information is as follows:

FirstTier Bank Account Number: _____

Bank Routing Number 104113880

Bank Address:

115 South Walnut Street
Kimball, NE 69145

Type of account

Checking _____

Savings _____

CD _____

Money Market _____

If available, attached is a voided check from my account. If you should have any questions regarding this change, please call me on my daytime phone number _____.

Thank you for your cooperation.
Sincerely,

(Customer Signature)