



Step 1

Open your new German American account(s).

Step 2

If you have any automatic transactions, use the provided check list to gather information and fill out the forms to switch them to German American.

Step 3

Now you are ready to make the switch! Complete the Account Closing Request form to close your old account. Any remaining balance can be transferred to German American.

Automatic Transaction Checklist

Review three to six months of account statements, and gather all your automatic payment and direct deposit information (company name, address, account number, etc.). Use the information you gathered to fill in forms that will help you seamlessly switch your automatic transactions to German American. Here is a list of most common automatic payments and direct deposits:

AUTOMATIC PAYMENTS

- Home Mortgage
- Auto Loans
- Utilities
- Insurance
- Cable/Internet/Phone
- Gym/Club Membership
- Credit Cards
- Investments
- Subscriptions
- Charity Donations
- Daycare
- Tuition/School
- Other

DIRECT DEPOSITS

- Employee Payroll
- Pension(s)/Retirement
- Social Security
- Dividends
- Investment Income
- Other

HELPFUL PHONE NUMBERS AND WEB SITES

Social Security Administration	(800)772-1213	www.ssa.gov
Office of Personnel Management	(800)878-5707	www.opm.gov
Railroad Retirement Board	(877)772-5772	www.rrb.gov
Department of Veterans Affairs	(877)838-2778/(800)827-1000	www.va.gov