

Use this checklist to keep track of the people or companies you may need to contact.

DIRECT DEPOSIT:

- Your employer's human resources department
- The company handling your retirement or pension payments
- The Social Security Administration
- Veteran's benefits

ANYONE WHO MAKES AUTOMATIC WITHDRAWALS FROM YOUR ACCOUNT:

- Mortgage company
- Homeowners insurance
- Auto/Life/Health insurance
- Auto loans
- Utilities
- Investments
- Charities/Places of worship

ANYONE WHO MAKES AUTOMATIC CHARGES TO YOUR OLD DEBIT OR CREDIT CARDS:

- Credit cards
- Telephone company
- Cell phone company
- Internet service
- Cable company
- Other

JOHNSTON BANKING HOURS

LOBBY

Monday-Thursday 8:30 a.m.-4:30 p.m.
Friday 8:30 a.m.-6 p.m.
Saturday 8:30 a.m.-Noon

DRIVE-UP

Monday-Friday 7:30 a.m.-6 p.m.
Saturday 7:30 a.m.-Noon

5601 Merle Hay Road, PO Box 200 Johnston, IA 50131
PHONE 515.278.6300 FAX 515.278.6644

URBANDALE BANKING HOURS

LOBBY

Monday-Thursday 8:30 a.m.-4:30 p.m.
Friday 8:30 a.m.-6 p.m.
Saturday 8:30 a.m.-Noon

DRIVE-UP

Monday-Friday 7:30 a.m.-6 p.m.
Saturday 7:30 a.m.-Noon

4501 NW Urbandale Dr., PO Box 3810 Urbandale, IA 50323
PHONE 515.276.2900 FAX 515.334.4344
Coming soon to 73rd & Hickman in Urbandale

POLK CITY BANKING HOURS

LOBBY

Monday-Thursday 9 a.m.-4:30 p.m.
Friday 9 a.m.-6 p.m.
Saturday 9 a.m.-Noon

DRIVE-UP

Monday-Thursday 8 a.m.-6 p.m.
Saturday 8 a.m.-Noon

205 Broadway, PO Box 79 Polk City, IA 50226
PHONE 515.984.6211 FAX 515.984.6986



POLK COUNTY BANK

POLK CITY • JOHNSTON • URBANDALE

www.polkcountybank.com

PCB Easy Switch Guarantee



POLK COUNTY BANK

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What is the PCB Easy Switch Guarantee?

The PCB Switch Guarantee was designed to take the pain out of switching banks. We'll not only help transfer automatic payments, we'll help you fill out forms and even mail them for you!

In this kit, you'll find:

- **A handy checklist of the people and companies you may need to contact when changing banks**
- **A "How-to-Guide" that includes three simple steps**
- **Ready-to-go forms tailored to make the switching process effortless**

1. Open your new PCB accounts

The first step is to open a new PCB checking account. A PCB customer service representative will help you choose the account that best fits your personal needs. Make sure to ask how to setup convenient services like Bill Pay. It takes a few minutes and can save you time and the cost of postage!

2. Close your old accounts

A PCB customer service representative can help you close your old accounts. Be sure you leave your old accounts active long enough to allow outstanding checks and automatic withdrawals to clear. Once you're sure that the old accounts are inactive, you can ask your previous financial institution to send you the balance from that account. Then you can destroy your old checks, ATM/debit cards, and deposit slips.

3. Switch your automatic transactions

We've enclosed forms for you to fill out to help us contact the companies that handle your automatic deposits and withdrawals. As part of the PCB Switch Guarantee, we will help you fill out any of these forms or help you contact businesses by phone.

Closing Your Account

DATE

FINANCIAL INSTITUTION NAME

ADDRESS

CITY, STATE, ZIP

To Whom It May Concern:

Please close my Account _____
(account number), and send a check for the remaining balance to
me at the address listed below.

If you have any questions about this request, please contact me
during the Day / Evening (circle one) at _____
(phone number with area code)

Thank you.
Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY, STATE, ZIP

CO-SIGNER SIGNATURE

CO-SIGNER NAME (PLEASE PRINT)



POLK COUNTY BANK
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New Account Information

PRIMARY APPLICANT

NAME

_____ * Rent * Own

HOME ADDRESS

CITY, STATE, ZIP

_____ * Rent * Own

PREVIOUS ADDRESS (IF LESS THAN TWO YEARS)

CITY, STATE, ZIP

HOME PHONE NUMBER

CELL PHONE NUMBER

E-MAIL

SSN

DATE OF BIRTH

EMPLOYER NAME

ADDRESS

CITY, STATE, ZIP

POSITION

DRIVER LICENSE NUMBER

STATE

DATE OF ISSUE

EXPIRATION DATE

SIGNATURE

MOTHER'S MAIDEN NAME

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We will also ask to see your driver's license or other identifying documents. We will verify credit and employment history and/or have a credit reporting agency prepare a credit report on you. By signing this form you are agreeing to the terms of disclosure(s).



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Change Your Automatic Withdrawal

DATE

NAME OF COMPANY MAKING AUTOMATIC WITHDRAWAL

ADDRESS

CITY, STATE, ZIP

To Whom It May Concern:

You are currently withdrawing \$ _____ (amount)
for my _____ (what payment is for)
to _____ (account or other identifying number)
on _____ (recurring date)
from the following account:

Old Financial Institution: _____

Routing Number: _____

Account Number: _____

Please stop making withdrawals from that account and instead make them from: Polk County Bank
Routing Number: 073915342
Account Number: _____

If you have any questions about this request, please contact me during the Day / Evening (circle one) at _____ (phone number with area code)

Thank you.
Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY, STATE, ZIP



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Change Your Payroll Direct Deposit

DATE

EMPLOYER/DEPOSITOR'S NAME

ADDRESS

CITY, STATE, ZIP

To Whom It May Concern:

You are currently depositing MY ENTIRE PAYCHECK /
PART OF MY PAYCHECK (circle one) to the following account:

Old Financial Institution: _____

Routing Number: _____

Account Number: _____

Please stop making deposits to that account and instead send
them to:

Polk County Bank

Routing Number: 073915342

Account Number: _____

Checking/Savings (circle one)

If you have any questions about this request, please contact me
during the Day / Evening (circle one) at _____
(phone number with area code)

Thank you.

Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY, STATE, ZIP



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Helpful Phone Numbers

City of Grimes water department

101 N Harvey Street, PO Box 410, Grimes, IA 50111

PHONE 515.986.3036

City of Johnston water department

6221 Merle Hay Road, Johnston, IA 50131

PHONE 515.727.7772

City of Polk City water department

112 3rd Street, PO Box 426, Polk City, IA 50226

PHONE 515.984.6233

Clive Water Department

1900 NW 114th Street, Clive IA 50325

PHONE 515.223.6220

Des Moines Water Works

2201 George Flagg Parkway, Des Moines, IA 50321

PHONE 515.283.8700

Urbandale water department

3720 86th Street, Urbandale, IA 50322

PHONE 515.278.3940

West Des Moines Water Works

4200 Mills Civic Parkway, PO Box 65610,

West Des Moines, IA 50265

PHONE 515.222.3460

Mediacom

PHONE 515.246.1555

Mid American Energy

500 E. Court Ave., Des Moines, IA 50309

PHONE 888.427.5632

Qwest Automatic Payment Center

PHONE 800.851.0134



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