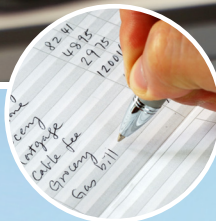




# *MIGRATION KIT*

Join the migration to the fastest growing local bank.  
We've put everything you need in one convenient kit.



**Lakeside  
Bank**

*The way banking should be.*

# **MIGRATION KIT** *Making the switch to Lakeside as easy as possible.*

**Interested in switching your accounts to Lakeside Bank, but not sure how to get started?** That's why we've developed the Lakeside Migration Kit, a step-by-step checklist to help make your transition to a new Lakeside account as simple as possible. Just follow the steps outlined on the left to get started, and use the convenient forms we've included.

If we can be of any assistance throughout the transition, please call us at **337.474.3766**.

Thank you for choosing Lakeside Bank. We value and appreciate your business.

## **Routing and Account Numbers...**

### **How to find them:**

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.

YOUR FINANCIAL INSTITUTION  
ANYTOWN, USA

FOR \_\_\_\_\_

① 1234568902A d1234569② 0101

## **1) Open an account.**

- Stop by one of our branches and open an account. Once we give you your new account number, you'll be ready to "migrate" all your automatic banking activities to us. You can download the "Migration Kit" and extra copies of any page you need on our website: [www.lakesidebanking.com](http://www.lakesidebanking.com).
- Call our customer service number: **337.474.3766**.

## **2) Sign up for Lakeside Bank online banking.**

- Easily track your direct deposits, automatic withdrawals or payments and checks as they clear your Lakeside Bank account. You can sign up for online banking inside Lakeside, or enroll at [www.lakesidebanking.com](http://www.lakesidebanking.com) by clicking on "Sign Up" in the online banking window.

## **3) Stop using your former account and begin using your new Lakeside Bank account as soon as possible.**

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

## **4) Change your Direct Deposits to Lakeside Bank.**

- Use the **Direct Deposit Authorization Change Form** to change any direct deposits. Remember to attach a voided Lakeside check to this form.

## **5) Change your Automatic Payments or Withdrawals to Lakeside Bank.**

- Use the **Automatic Payment or Withdrawal Authorization Change Form** to change any automatic payment or withdrawal.

## **6) Close your former account at the other institution.**

- Use the **Account Closing Form** to close your account at the other banking institution once you are sure all checks have cleared.
- Once you close your account at the other institution, remember to shred or destroy any old checks for security purposes.



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

## **Automatic Payment Checklist**

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

## **Direct Deposit Checklist**

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



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## **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)

### **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.

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

Account Number: \_\_\_\_\_

☐ Checking ☐ Savings ☐ CD ☐ Money Market (select one)

Please send the check in the amount of my account balance plus any accrued interest to my attention at the address on file.

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)



# **MIGRATION KIT** *Making the switch to Lakeside as easy as possible.*

## **Automatic Payment or Withdrawal Authorization Change Form**

Use this form to change your Automatic Payments to Lakeside 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)

**Note:**

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

Please accept this letter as authorization to change the bank account information for automatic payments or withdrawals in the name of: \_\_\_\_\_, customer account number: \_\_\_\_\_, payment type: (i.e. Mortgage, Auto, Utilities, etc) \_\_\_\_\_, approximate amount of transfer \_\_\_\_\_.

I am aware that some automatic payments or withdrawals require advance notice of changes. Please include those notice periods when determining the new effective date.

Effective immediately, the new bank information is as follows:

Lakeside Bank Account Number: \_\_\_\_\_  
☐ Checking ☐ Savings ☐ CD ☐ Money Market (select one)

Bank Routing Number: \_\_\_\_\_

If you should have any questions regarding this transaction please call me on my daytime phone number: \_\_\_\_\_.  
Please send me written confirmation of when the change will be effective.

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Customer Signature)

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





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## **Direct Deposit Authorization Change Form**

Use this form to change your deposit to Lakeside 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)

### **Note:**

- If there are multiple accounts involved please complete a form for each account.
- Contact your employer(s) concerning Direct Deposit changes
- Verify your HR department does not require the use of their forms.

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 when determining the new effective date.

Effective immediately, the new bank information is as follows:

Lakeside Bank Account Number: \_\_\_\_\_  
Bank Address: **4735 Nelson Rd., Lake Charles, LA 70605**  
☐ Checking ☐ Savings ☐ CD ☐ Money Market (select one)  
Lakeside Bank Account Number: \_\_\_\_\_

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: \_\_\_\_\_.  
Please send me written confirmation of when the change will be effective.

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Customer Signature)

