



**Switching
Your Bank
Account Has
Never
Been
Easier!**

Switching accounts
without the hassle.

With United Bank of Union's

Switch Kit

Review these
4 Simple Steps
to get switched.

Upgrade Your Banking Experience

Thank you for allowing us to take you further. Our Switch Kit will help you transfer any existing direct deposits, bill pay, or automatic payments and will ease your transition as you build your relationship with us as a valued UBU customer.

Have questions?
Stop by and an Account
Service Rep. will be
happy to help!

www.ubu.bank | **636-583-2555**

4 Steps to upgrading your banking experience.



Step 1: Account opening.

You are here! You have completed opening your new UBU account with your account representative or online at *open.ubu.bank*, your account is funded, and you are ready to begin your journey with us at UBU.

Step 2: Setting up direct deposit.

To make the rest of your transition as seamless as possible, we will begin filling out the attached forms. The first form is a Direct Deposit Update Request. This form can be submitted to companies in which you receive a direct deposit into your checking account from, such as your employer, or the Social Security Office.

Step 3: List and change automatic payments.

The next form is to help you list all automatic payments you may have come out of your previous bank account. For each service provider that you list, you will need to fill out an accompanying Automatic Payment Request Update and bring it in to an account representative to help you make the transition or utilize your list as a checklist making the switch yourself with each of these providers through phone/Internet.

Step 4: Close your old account.

Once Direct Deposit and Automatic Payments are updated to your UBU account, you can close your account at your previous financial institution. Submit the Account Closure Request form to your previous institution either through the mail or by bringing it in to them.

Checklist

- Open your new UBU account.
- Sign up for online banking, bill pay, and e-statements.
- Verify there are enough funds in your old account to cover outstanding payments.
- Transfer any automatic debit card payments to your new UBU debit card.
- Contact your direct deposit providers to alert them of your new account or use our form for this transition.
- Confirm all credits and debits have cleared your old account.
- Confirm all automatic payments have cleared your new UBU account.
- Close your old account by sending written notice to your financial institution.

**For assistance, give us a call.
636-583-2555**



For more information on our step-by-step process, visit our website at www.ubu.bank



Direct Deposit Update Request

- This form can be submitted to companies from which you receive a direct deposit, such as your employer or the Social Security office. For employers, submit this form to HR to update your direct deposit to your newly established United Bank of Union account. A UBU employee will mail these forms to the Social Security office if you wish, or you can mail them to the nearest office to you.
- Note: one form will be required per source of income.

Employee Name: _____ Company Name: _____

Effective _____, please stop processing my direct deposit with

(Previous Financial Institution)

Effective _____, please start processing payments to my United Bank of Union account:

United Bank of Union

P.O. Box 500, Union, MO 63084

Routing Number: 081905289

Type of Account : Checking Savings

Account Number: _____

Thank you, please contact me if you have any questions.

Sincerely,

Customer Name

Customer Signature

Date

Employee Identification Number (if applicable)

Checklist

Deposit and Automatic Payment Checklist

Deposits	Company Name	Account Number	Date Sent	
Payroll				
Payroll				
Pension				
Social Security				
Other				
Other				

Automatic Payments	Company Name	Account Number	Date Sent	
Mortgage/Rent				
Car				
Insurance				
Telephone				
Electricity				
Gas				
Water				
TV Provider				
Internet				
Other				



Automatic Payment Request Update

- This form can be sent to service providers (i.e. electric, satellite, phone bills) to update monthly payment information. A list of common service providers is available on the UBU Service Providers Resource page.
- Fill out this form for each payment that is automatically debited from your previous financial institution's bank account. A UBU employee will mail these forms to the appropriate providers if you wish, or you can submit each request yourself.
- Note: one form will be required per service provider.

Customer Name: _____ Company Name: _____

Effective _____ , please stop making withdrawals from

(Previous Financial Institution)

Effective _____ , please start processing payments using my United Bank of Union account:

United Bank of Union

P.O. Box 500, Union, MO 63084

Routing Number: 081905289

Type of Account : Checking Savings

Account Number: _____

Thank you, please contact me if you have any questions.

Sincerely,

Customer Name

Customer Signature Date

Customer Account Number



Account Closure Request

- This form can be sent to your previous financial institution to close out the old account once all payment information and deposit information is established with your new United Bank of Union account.

Today's Date

Financial Institution

Account Number at Financial Institution

Financial Institution Address

City, State, & Zip Code

Effective _____, please close the account indicated above and send a check for the remaining balance to the address below.

United Bank of Union

P.O. Box 500, Union, MO 63084

Thank you, please contact me if you have any questions.

Sincerely,

Customer Name

Customer Signature Date

Customer Phone Number

Helpful Resources

Common Service Providers in the Franklin County Area

Waste Connections:

online at <https://www.wasteconnections.com/st-louis/>
phone: 636-321-2100

The Other Trashman:

online at <https://theothertrashman.com/pay-your-bill>
phone: 636-390-0192

Water/Sewer – Union City Hall:

online at <https://www.municipalonlinepayments.com/unionmo/utilities>
phone: 636-583-3600

Ameren:

online at <https://www.ameren.com/missouri/account/customer-service>
phone 866-268-3729

AT&T:

online at <https://www.att.com/my/#/login> or by
phone: 1-800-331-0500

Sprint:

online at <https://sprint.com/paybill>
phone: 888-211-4727

Verizon Wireless:

online at <https://www.verizonwireless.com/support/billing-and-payments/>
phone: 800-922-0204

Missouri Natural Gas Company:

online at www.lacledegas.com
phone: 636-584-8440

St. Clair Water/Sewer/Trash:

online at <https://www.municipalonlinepayments.com/stclairmo/utilities>
phone: 636-629-0333

Washington Water/Sewer/Trash:

online at <https://www.municipalonlinepayments.com/washingtonmo/utilities>
phone: 636-390-1045

Spire Natural Gas:

online at <https://www.spireenergy.com/pay-my-bill>
phone: 800-582-1234

Peterson Oil Company:

online at <https://www.petersonpropane.com/login>
phone: 573-468-6600

MFA Propane:

online at <https://www.mfaoil.com/paybill>
phone: 573-468-8311

Sullivan Water/Sewer/Trash:

online at <https://www.municipalonlinepayments.com/sullivanmo/>
phone: 573-468-4012

Pacific Water/Sewer:

online at <https://www.billpayit.com/cityofpacificmoutilities>
phone: 636-271-0500



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