

## Powered by **ClickSWITCH**

Now, switching automated payments and direct deposits to a new account is easy with Minnwest Bank!

## Simply follow these steps to start the secure process:

- 1. Log into Online Banking from www.minnwestbank.com.
- 2. Click on the designated Direct Deposit Switch button in the Services menu.
- 3. Click on your desired button and follow the prompts to create and submit your switches.
- 4. We will take care of the rest.

## **Automated Payment Checklist**

An automated payment (or ACH) is a regular, ongoing payment that is initiated externally to your bank account, such as a monthly insurance bill, utility payment or car loan payment. To switch automatic payments currently set-up to debit your checking, savings, debit or credit card to your new account, use the Automated Payments Checklist below. This is a good time to review your last few monthly bank statements to complete your list of authorized automatic payments. Take into consideration any annual payments that you may have set up as a deduction, as well.

Electric	Mortgage or Rent	Streaming Services
Gas	Car Loan or Lease	Health or Social Club
Water	Department Store Card	Charitable Donations
Internet/Phone	Home/Rental Insurance	Credit Card
Cell Phone	Car Insurance	Other Loans
Cable Service	Life/Health Insurance	Other

## **Direct Deposit Checklist**

A direct deposit is any payment that you receive from a person or organization directly into your account. These include payroll direct deposits, government direct deposits (Social Security, Disability, etc.) and dividend direct deposits from investment accounts. Use the checklist below to organize the transfer of direct deposits to your new account.

Employee Payroll		<b>Employee Payroll</b>
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□ Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Investment Income

- Retirement/Pension Income
- □ Social Security Benefit