



*St. Landry*  
**HOMESTEAD**<sup>®</sup>  
Federal Savings Bank

## *The Homestead Switch Kit*



**People First.** *Since 1922.*

[www.StLandryHomestead.com](http://www.StLandryHomestead.com)

8/14/2019

### Business or Personal Banking

Interested in switching your accounts to St. Landry Homestead but not sure how to get started? That is why we have developed the Homestead Switch Kit, to help make your transition to a new Homestead Bank account quick and easy. Just follow the simple steps to get started. If we can be of any assistance throughout the transition, please call any of our branch locations or come in and see one of our friendly staff! Establishing the right banking relationship is a key ingredient for business success and personal piece of mind. At The Homestead, we offer a wide variety of checking and savings accounts to meet your unique needs, both personal and business. When you open a new Homestead account, our Homestead Community Bankers will work with you to offer a solution that is right for you and your business.

### Making the Switch is Easy

#### 1) Open an account in a branch.

Meet with a Homestead Community Banker to review your completed forms and choose the account that is right for you. Open an account with The Homestead before closing your old account(s). This enables you to write checks, use your debit card and make deposits and withdrawals during the transition. Here are our locations:

#### Opelousas Main Office

235 North Court Street  
Opelousas, Louisiana 70570  
P. 337.948.3033  
F. 337.948.0955

#### Eunice Branch

840 East Laurel Avenue  
Eunice, Louisiana 70535  
P. 337.457.8196  
F. 337.457.8116

#### Port Barre Branch

341 Saizan Avenue  
Port Barre, Louisiana 70577  
P. 337.585.2301  
F. 337.585.6671

#### Opelousas Branch

231 Harry Guilbeau Road  
Opelousas, Louisiana 70570  
P. 337.678.4111  
F. 337.678.3847

#### 2) Sign up for Homestead online banking.

Easily track your direct deposits, automatic withdrawals or payments and checks as they clear your Homestead Bank account. To sign up for Homestead online banking, visit a branch or go to our Web site and click on Sign Up under the E-Banking Section.

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

Until all old items cleared and any automatic withdrawals have been successfully transferred to the Homestead.

#### 4) Change your Direct Deposits to the Homestead.

Use our attached Direct Deposit Authorization Change Form to change any direct deposits. Remember to attach a voided Homestead check to this form.

#### 5) Change your Automatic Payments or Withdrawals to the Homestead.

Use our New Account Organizer to track and change any automatic payment or withdrawal items.

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

Once you close your account at the other institution, remember to shred or destroy any old checks for security purposes.

### Helpful Hints when Switching Banks

- Open an account at your new bank before closing your old account(s). This enables you to write checks, use the ATM and make deposits and withdrawals during the transition.
- Be sure to leave sufficient funds in your old account to cover automatic payments in case the changeover takes more than one billing cycle.
- Do not close your checking account until all outstanding checks have cleared.
- Be prepared to provide account and bank routing numbers for your old and new accounts when canceling, establishing or redirecting direct deposits and auto payments.
- It is a good idea to have a few recent bank statements available to review the automated transactions you need to move. We have provided forms for you to use to notify your employer or other direct depositors.

**DIRECT DEPOSIT AUTHORIZATION CHANGE**

Use this form to change your direct deposit to St. Landry Homestead Federal Savings 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:

St. Landry Homestead Bank Account Number: \_\_\_\_\_

Bank Address: 235 N. Court Street, PO Box 1909, Opelousas, LA 70571-1909

Checking       Savings

ABA Bank Routing Number: 265270772

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: \_\_\_\_\_

**AUTOMATIC PAYMENT OR WITHDRAWAL AUTHORIZATION CHANGE FORM**

Use this form to change your automatic payments or withdrawals to St. Landry Homestead Federal Savings Bank. (e.g. loan payment, insurance payment, transfers to brokerage accounts or savings accounts)

Date: \_\_\_\_\_

To: \_\_\_\_\_ (Company Name)  
\_\_\_\_\_ (Address of Company)  
\_\_\_\_\_ (City, State, Zip)

**Note:**

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

From: \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Home Address)  
\_\_\_\_\_ (City, State, Zip)

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:

St. Landry Homestead Bank Account Number: \_\_\_\_\_  
Bank Address: 235 N. Court Street, PO Box 1909, Opelousas, LA 70571-1909  
 Checking     Savings  
ABA Bank Routing Number: 265270772

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: \_\_\_\_\_

**NEW ACCOUNT ORGANIZER**

This organizer will help you keep track of all the information you need to change your direct deposits and automatic payments to your new account with us.

Your Homestead Account Number	
Your Homestead Account Number	
Your Homestead Account Number	
Branch Phone Number	
Branch Address	

**DIRECT DEPOSITS**

Company Name / Address	Date of Request	Status
1.		
2.		
3.		

**AUTOMATIC PAYMENTS**

Company Name / Address	Date of Request	Status
1.		
2.		
3.		
4.		
5.		
6.		