Switch to Hawthorn Bank…

We’ll make it easy, every step of the way.

1. Set up your new account – Fill out our New Account Information Form and we’ll have everything we need to establish your account.

2. Close your old account(s) – Our Account Closing Letter is all ready for you to fill in the blanks and sign; it notifies your old bank about the accounts you are closing and gives directions for disbursement of any remaining funds. If you have electronic bill payment at your old bank, bring us the list of your payees and we’ll help you set them up.

3. Set up your Direct Deposits – Simply send our Direct Deposit Request Forms to your employer or other payment source, so your funds can be quickly and automatically deposited to your accounts each pay period. And, if you already have your Direct Deposit going elsewhere, you can simply switch it to your new Hawthorn Bank account.

4. Switch over Automatic Payments – Fill out and sign the Automatic Payment Cancellation Letters and send it to each of your vendors to switch any automatic payments so they’ll come out of your new Hawthorn Bank account.
Direct Deposit Request

To: ________________________________________________
From: ______________________________________________
Address: ____________________________________________
City, State, Zip: _____________________________________
________________________________________________ __
SSN: _______________________________________________

(Note: For Social Security Direct Deposit, we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or signing up online at www.ssa.gov/deposit/.)

☐ Please send an automatic direct deposit to:

Hawthorn Bank
132 East High Street
Jefferson City, MO 65101
573-761-6100

☐ Please discontinue sending my automatic direct deposit to:

(Previous Financial Institution): ________________________________
Account #: ________________________________________________

Please begin sending the same deposit to Hawthorn Bank.

Deposit $________ OR entire amount to Checking Account #: ________________________________
Deposit $________ OR entire amount to Savings Account #: ________________________________

I authorize:

i. above listed entity to initiate deposit of my funds to my Hawthorn Bank checking account.

ii. Hawthorn Bank to credit entries to my account.

iii. this authorization to remain in effect until I send written notice of change or cancellation.

Signature ___________________________________________ Date _____________________
Automatic Withdrawal Transfer

To: ________________________________
From: ______________________________
Address: ____________________________
City, State, Zip: ______________________

Please be advised that I have recently changed banks and will need to have my automatic withdrawal switched from my old account to my new account with Hawthorn Bank. The automatic withdrawal is being applied to the following account, which I have with your organization:

Account # with Company: ________________________________
Debit Amount: ________________________________

I currently have my automatic debit coming out of the following account:
Previous Financial Institution: ________________________________
Account #: ________________________________
ABA Routing #: ________________________________

As soon as possible, I would like this automatic debit redirected to my new account with Hawthorn Bank as follows:
Account #: ________________________________
ABA Routing #: 086500605

If you have any questions, please call me at: ________________________________

Signature ________________________________ Date ________________
Account Closing Request

To: _________________________________________________________________________________________

From: Primary Account Holder: _______________________________________________________________
      Social Security Number: ________________________________________________________________
      Secondary Account Holder: _____________________________________________________________
      Address: ______________________________________________________________________________
      City, State, Zip: ________________________________________________________________________

Please close the following account(s) with your institution:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account #</th>
<th>Send Payment at Once</th>
<th>Defer Payment Until Close of Interest Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

(NOTE: If closing out a passbook account, please include passbook with this letter.)

Pay to the order of: Hawthorn Bank
Together with all interest or dividends that may have become due on above listed accounts.

Forward funds to: Hawthorn Bank
132 East High Street
Jefferson City, MO 65101
573-761-6100

Primary Account Holder Signature _____________________________________________________________

Secondary Account Holder Signature ___________________________________________________________

Date ___________________________
# Switch Kit – New Account Information

<table>
<thead>
<tr>
<th>Individual Account</th>
<th>Joint Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Street Address</td>
<td>Street Address (if different)</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>City, State, Zip (if different)</td>
</tr>
<tr>
<td>Mailing Address (if different)</td>
<td>Mailing Address (if different)</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Home Phone</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

## Primary Account Holder Information

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License Number</td>
<td>Driver’s License Number</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Alternate Access Code (alpha or numeric)</td>
<td>Alternate Access Code (alpha or numeric)</td>
</tr>
<tr>
<td>Employer</td>
<td>Employer</td>
</tr>
<tr>
<td>Position</td>
<td>Position</td>
</tr>
</tbody>
</table>

## Joint Account Holder Information

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License Number</td>
<td>Driver’s License Number</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Alternate Access Code (alpha or numeric)</td>
<td>Alternate Access Code (alpha or numeric)</td>
</tr>
<tr>
<td>Employer</td>
<td>Employer</td>
</tr>
<tr>
<td>Position</td>
<td>Position</td>
</tr>
</tbody>
</table>

I would like to open:

- [ ] Personal Checking  - [ ] Business Checking  - [ ] Money Market  - [ ] Statement Savings  - [ ] CD  - [ ] IRA
- [ ] I/we would like an ATM/CheckCard.  # of cards: ___________
- [ ] I/we would like transfer capabilities at the ATM and online.
- [ ] I/we would like free online access to account(s).

Please note that Primary and Joint account holders will need to sign an official account form in person at a Hawthorn Bank office before the account can be opened. For your own account security, we’ll also need to photocopy your driver’s license(s), or other form of ID, so we can have it on file to accurately identify you in the future.

*(The purpose of this questionnaire is to begin the application process. All applications are subject to approval.)*