



# Upgrade Your Banking Experience

We know switching banks can be a hassle, so we created an Account Switch Kit to make it easier than ever to upgrade your banking experience. Our 4 step kit will take care of everything you need to leave your old financial institution behind and become a valued UBU customer.

## Step 1



### CUSTOMER PROFILE

Tell us about you! This form begins the process of becoming a valued United Bank of Union customer.

## Step 2



### SETTING UP YOUR NEW ACCOUNT

An Account Services representative will invite you into one of our three branches for a short visit to explain the features, benefits, and guidelines of your new account, as well to gather a few signatures. The UBU representative can help you fill out the Automatic Payment Request form and Direct Deposit Update form to make your upgrade to United Bank of Union as seamless as possible. Or, you can fill these forms out in advance and bring them in for us to mail out for you.

## Step 3



### CLOSE YOUR OLD ACCOUNT

Once Direct Deposit and Automatic Payments are updated to your UBU account, you can close your account at the old financial institution. Submit the Account Closure request form to your previous institution and be on your way to a better, brighter future with United Bank of Union

## Step 4



Welcome to UBU,  
we are so glad you're here.

For more information on our step by step process and downloadable forms, visit our website at [www.ubu.bank](http://www.ubu.bank)

## Customer Profile

**IMPORTANT: Read these directions before completing this form.**

- If completing this form by electronic device, this form can be submitted by email to [openaccount@ubu.bank](mailto:openaccount@ubu.bank). If completing this form by hand, please print it and mail, or bring to a branch location.
- Additional forms will need to be signed in person by the primary and joint owner, if applicable, to open an account.
- A photo ID, plus additional form of identification, will be required at time of account opening. Social security information for all parties will also be required.



United Bank of Union  
PO Box 500 | Union, MO 63084  
636.583.2555 | [ubu.bank](http://ubu.bank)

SECTION 1 - INDIVIDUAL INFORMATION (Type or Print)		SECTION 2 - JOINT OWNER INFORMATION (Type or Print)	
Name		Name	
Physical Address		Physical Address	
Mailing Address (if different)		Mailing Address (if different)	
City, State & Zip		City, State & Zip	
Date of Birth		Date of Birth	
Driver's License #		Driver's License #	
DL Issue Date		DL Issue Date	
DL Exp. Date		DL Exp. Date	
Business Name		Business Name	
Position or Occupation		Position or Occupation	
Home/Cell Phone		Home/Cell Phone	
SECTION 3- PRIMARY BENEFICIARY INFORMATION		SECTION 3- CONTINGENT BENEFICIARY INFORMATION	
Name		Name	
Date of Birth		Date of Birth	

What products and/or services are you interested in learning more about?				
Checking Accounts	Savings Accounts	Certificates of Deposit (CDs)	Loans	Other

Thank you for taking the time to complete this form!			
In order to best serve our customers, which of our branch locations would be most convenient for you?			
		15 E Main Street, Union MO 63084	
		1440 Rebel Road, Union MO 63084	
		210 US Highway 50, Union MO 63084	



**Direct Deposit Update Request**

- This form can be submitted to companies in which you receive a direct deposit from, 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)



**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/online-bill-pay>  
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](http://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