

# Bank Visit Report

**Date of Visit:**

August 5, 2024

**Bank Name:**

First National Bank

**Branch Location:**

123 Main Street, Springfield, MA 01103

**Purpose of Visit:**

To inquire about loan options, open a new checking account, and discuss the bank's financial products and services.

**Time of Visit:**

10:00 AM - 11:30 AM

**Meeting Summary****Attendees:**

- **Bank Representative:**
  - Jane Doe, Loan Officer
  - John Smith, Account Manager
- **Visitor:**
  - [Your Name]

**Topics Discussed:**

1. **Loan Options:**
  - **Types of Loans:**

- Personal Loans
- Home Equity Loans
- Auto Loans
- Small Business Loans
- **Interest Rates:**
  - Fixed and variable rates discussed.
  - Current promotional rates for new customers.
- **Loan Terms:**
  - Short-term and long-term repayment options.
  - Penalties for early repayment.
- **Eligibility Criteria:**
  - Minimum credit score requirements.
  - Necessary documentation for application.

## 2. New Checking Account:

- **Account Types:**
  - Basic Checking
  - Premium Checking
  - Student Checking
- **Fees and Charges:**
  - Monthly maintenance fees.
  - Overdraft protection fees.
  - ATM usage fees.
- **Account Benefits:**
  - Interest-bearing accounts.
  - Online banking features.
  - Mobile deposit and bill pay options.
- **Required Documentation:**
  - Proof of identity.
  - Social Security Number.
  - Proof of address.

### 3. Financial Products and Services:

- **Savings Accounts:**
  - Interest rates on savings and money market accounts.
- **Investment Options:**
  - Certificates of Deposit (CDs).
  - Retirement accounts (IRAs).
  - Brokerage services.
- **Credit Cards:**
  - Various credit card options with different rewards programs.
- **Insurance Products:**
  - Life insurance.
  - Homeowners and auto insurance.

#### Action Items:

##### 1. Loan Application:

- Collect necessary documentation for a personal loan application.
- Schedule a follow-up meeting with Jane Doe to submit the loan application.

##### 2. Opening a New Checking Account:

- Gather required documents to open a Premium Checking account.
- Schedule an appointment with John Smith for account setup.

##### 3. Further Inquiries:

- Research investment options discussed and schedule a consultation with the bank's financial advisor.

#### Observations:

- The bank branch was clean, well-organized, and followed health and safety protocols.
- The staff was professional, courteous, and knowledgeable.

- The wait time was minimal, and the overall experience was positive.

**Recommendations:**

- **For Loans:**
  - Consider the current promotional rates and compare them with other banks to ensure the best deal.
  - Ensure all required documents are prepared in advance to expedite the loan application process.
- **For Checking Account:**
  - Evaluate the benefits of the Premium Checking account against its monthly fees to determine if it meets your financial needs.
- **For Financial Products:**
  - Take advantage of the bank's financial advisory services to get personalized investment advice.

**Conclusion:**

The visit to First National Bank was productive and provided valuable insights into their loan options, checking accounts, and other financial products. Further action is needed to complete the loan application and open a new checking account.

**Report Prepared by:**

[Your Name]

**Date:**

August 5, 2024