

SWITCH KIT

GET STARTED

Make the move to Peoples Bank in four easy steps!
Everything you'll need is provided in this handy Switch Kit.
Thank you for choosing Peoples Bank! We value and appreciate your business!

1

Open your new Peoples Bank account.

Visit one of our bank locations or go online at [peoples-ebank.com](https://www.peoples-ebank.com) for more information on our accounts.

2

Stop using your former account, & start using your new Peoples Bank account as soon as possible.

Be sure to leave sufficient funds in your former account until all of your checks and debit card transactions have cleared and any automatic withdrawals have been successfully transferred to Peoples Bank.

3

Change your Direct Deposits to Peoples Bank, and change your Automatic Payments/Withdrawals to Peoples Bank.

Use our attached Direct Deposit form to change any direct deposits. Remember to attach a voided Peoples Bank check to this form. Use our attached Automatic Payments/Withdrawals form to change any automatic payment or withdrawal.

4

Close your former account at the other financial institution.

Use our attached Account Closing form to close your account at the other financial institution. Once you close your account at the other institution, bring your old financial documents, and we will shred your old checks, etc. from your former bank.

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DIRECT DEPOSIT AUTHORIZATION

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Peoples Bank account. 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.

NOTIFICATION OF CHANGE OF DIRECT DEPOSIT AUTHORIZATION

Date: _____

Company or Employer: _____

Address: _____

City/State/Zip: _____

Phone: _____

Employee ID: _____
(if applicable)

To Whom It May Concern:

I recently changed banks and request that my direct deposit be switched to my new account at **Peoples Bank**.

Please switch my direct deposits to this account:

Peoples Bank Routing #: 073922005

Peoples Bank Account #: _____

Choose One: Checking/Savings/Money Market _____

Effective: _____

I hereby authorize **Peoples Bank**, to initiate credit entries to my account indicated below. I acknowledge that this authorization is binding and may only be modified or revoked upon written notification from me to the company.

If you need additional information or have questions, please feel free to contact me.

Sincerely,

Customer Signature

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

DIRECT DEPOSIT CHECKLIST

Here's a common list of all the direct deposits you need to transfer.

- Payroll
- Investments
- Retirement Plans/Pension
- Social Security

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AUTOMATIC PAYMENT/WITHDRAWAL AUTHORIZATION

Send this form to all companies with whom you have automatic withdrawals. Make copies as needed.

Verify the company does not require the use of their own personalized form.

NOTIFICATION OF WITHDRAWAL AUTHORIZATION CHANGE

Date: _____

Company Name: _____

Account Number: _____

Payment Amount: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

To Whom It May Concern:

I recently changed my primary financial institution to **Peoples Bank**.

You are currently withdrawing \$_____ from my account # _____

from my current financial institution _____ with routing # _____

_____. The payment is for billing account # _____

and is withdrawn on (date) _____. Please begin withdrawing

this payment from my account with **Peoples Bank** effective immediately.

Peoples Bank Routing #: 073922005

Peoples Bank Account #: _____

Choose One: Checking/Savings/Money Market _____

By signing this form, I hereby authorize your company to initiate debit entries from my account at **Peoples Bank**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you need additional information or have questions, please feel free to contact me.

Sincerely,

Customer Signature

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

AUTOMATIC WITHDRAWAL CHECKLIST

Here's a common list of all the automatic withdrawals you need to transfer.

- Home Mortgage
- Auto Loans
- Utilities/Water/Garbage
- Insurance
- Cell Phone
- Cable/Internet/Streaming Services
- Gym/Club Memberships
- Credit Cards
- Investments
- Subscriptions
- Charity Donations
- Tuition
- Daycare

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ACCOUNT CLOSURE AUTHORIZATION

You can authorize your remaining balance to be deposited automatically to your new Peoples Bank account(s) or paid by a check forwarded to your mailing address. If there are multiple accounts involved, please complete a form for each account. Verify all checks and payments have cleared prior to submitting this form to close your account.

NOTIFICATION OF ACCOUNT CLOSURE AUTHORIZATION

Date: _____

Financial Institution: _____

Address: _____

City/State/Zip: _____

To Whom It May Concern:
Please close my account:

Account Number: _____ Primary Account Owner: _____

Address: _____

City/State/Zip: _____

Phone: _____

Please close my account by (mm/dd/yyyy): _____

Please send the balance of my account to:

Peoples Bank

Routing #: 073922005

Peoples Bank Account #: _____

Peoples Bank

Address: _____

City/State/Zip: _____

Sincerely,

Customer Signature

Print Name

Congratulations!

By submitting these forms, you have completed your switch to Peoples Bank! We look forward to showing you what it's like to bank *Where Values Matter!*

Welcome to Peoples Bank!
We're honored you have chosen to bank with us!