

Peoples National Bank Checking Switch Kit

It's easy to switch from your current checking account to a Peoples National Bank checking account. We will guide you every step of the way. Simply stop in at any one of our locations and one of our Relationship Bankers will set your NEW account up for you.

Here are a few steps to help you along the way:

Step 1:

When you stop in to open a new Peoples National Bank checking account, bring in a valid Driver's License and second form of identification. You can open your account for as little as \$100.00.

Step 2:

Peoples National Bank's Relationship Banker will explain the different checking accounts and their features to you. They will assist you in choosing the account that will best suit your needs. They will give you the option to sign up for Internet Banking and the Bill Payment feature. We will also issue you temporary checks and order your new Visa Check Card at that time.

Step 3:

Change or sign up for Direct Deposit. Use the "Direct Deposit Transfer Letter" form (page 2) from the Switch Kit to inform your employer or other organizations that you have a new Peoples National Bank Checking account. Fill out the form using the account and bank routing numbers from your new Peoples National Bank checks. The fastest way to change the Direct Deposit of your Social Security benefit is to call: Social Security/SSI 1-800-772-1213; Veteran's Benefits 1-800- 827-1000.

Step 4:

Stop using your old checking account. Keep your old checking account open until your Direct Deposits and automatic payments take effect and until ALL outstanding checks clear.

Step 5:

Change any automatic payments. If you have any monthly payments, such as utility or loan payments automatically deducted from your account you can use the "Automatic Payment Transfer Letter" form (page 3) from the Switch Kit to inform these companies of your new account information.

Step 6:

Close your old account. Once your checks have cleared and your automatic payments have been changed to your new account, fill out the "Account Closure Request Letter" form (page 4) from the Switch Kit to inform your former bank that you wish to close your account.

Direct Deposit Transfer Letter

Complete and sign this form for every party (i.e. employer, vendor) initializing a direct deposit to your account. Then, give this signed form, along with a voided check from your new Peoples National Bank account, to the party making the direct deposit.

☐ Establish Direct Deposit

☐ Change my existing Direct Deposit

Company Information

Company Name _____

Address _____

City _____

Customer Information

Name _____ Employee ID#/Account# _____

Social Security # _____

Address _____

City _____

Bank Information

Routing Number _____

Deposit Information

Note: You can route your Direct Deposit to more than one account.

1. Account Type:

☐ Peoples National Bank Checking

☐ Peoples National Bank Savings

2. Account Type:

☐ Peoples National Bank Checking

☐ Peoples National Bank Savings

Account Number: _____

Account Number: _____

Amount \$ or % (circle one): _____

Amount \$ or % (circle one): _____

I authorize _____ (employer/company) to make deposits directly to my Peoples National Bank account(s) indicated above, and authorize the Bank to accept such deposits.



Automatic Payment Transfer Letter

Date _____

Name of Institution _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

I would like to change my payment instructions. Currently, you are debiting payment from my old bank account at:

Former Bank

Name _____

Routing Number _____ Account Number _____

As of _____ (date), please stop debiting this account and start debiting this payment from my new account at Peoples National Bank. My new information is as follows:

Current Bank

Name _____

Routing Number _____ Account Number _____

Customer's Signature _____

Print Name _____

Account Number with Payee _____

Address _____

City _____ State _____ Zip _____



Account Closure Request Letter

Date _____

Name of Financial Institution _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

This letter is to inform you that I have decided to close the account(s) listed below as of _____ (date).

☐ Please close the account(s) noted below and mail the balance and any interest earned to my address.

☐ Please close the account(s) noted below and mail the balance and any interest earned to my new Peoples National Bank account, also noted below.

Account 1

Old Account Number _____ Old Routing Number _____

To Peoples National Bank:

New Account Number _____ New Routing Number _____

Account 2

Old Account Number _____ Old Routing Number _____

To Peoples National Bank:

New Account Number _____ New Routing Number _____

Account 3

Old Account Number _____ Old Routing Number _____

To Peoples National Bank:

New Account Number _____ New Routing Number _____

Upon closure of the account(s), please send a confirmation to the address below.

Sincerely,

Customer's Signature _____

Print Name _____

Account Number with Payee _____

Address _____

City _____ State _____ Zip _____

