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
Account Number: __________________________
Amount $ or % (circle one): ________________

2. Account Type:  
   - Peoples National Bank Checking  
   - Peoples National Bank Savings
Account Number: __________________________
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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Old Account Number</th>
<th>Old Routing Number</th>
<th>To Peoples National Bank:</th>
<th>New Account Number</th>
<th>New Routing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 1</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>Account 2</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>Account 3</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
<td>______________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

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 ______________

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PEOPLES NATIONAL BANK