

Simply Switch Kit



Pentucket

Bank

On Track Together Since 1891SM

We know you're busy!
We make it SIMPLE to SWITCH your accounts to us!

You've decided to move your accounts to Pentucket Bank. THANK YOU! The following document guides you through switching everything from your current financial institution to Pentucket Bank.

Switch your checking accounts, savings accounts or money markets, your direct deposits, pre-authorized debits and your bill payments with our easy process. If you'd like, bring your completed information into any of our branches and we will complete the switches for you! It's that simple!

Step 1: Open your deposit account(s) at any Pentucket Bank branch or online at www.PentucketBank.com. Begin making your deposits to your new accounts and stop using your old bank accounts. (Leave enough money in the old accounts to allow outstanding checks, or pre-authorized debits to clear until they are moved over successfully to your new PB accounts.)

Step 2: Using our Switch Kit, change your Direct Deposits, Automatic Payments, and Bill Payments (through our Online Banking) to your new Pentucket Bank accounts. Use the handy Checklist on Page 3 to capture everything.

Step 3: Use the forms provided on Pages 4 and 5 to help you notify vendors of the change in authorized payments or direct deposits.

Step 4: Once all your payments, direct deposits and pre-authorized debits are posting in your Pentucket Bank accounts, close your former bank accounts. You can use our convenient form found on page 8.

Please call, email us or stop by your local branch if you need assistance. We are more than happy to help you complete the switch! Experience the Pentucket Bank Difference!

Welcome to the Pentucket Bank Family!



Pentucket Bank

Automatic Payment & Deposit Checklists

Automatic Payment Checklist *(Payments that regularly come out of your account)*

PAYMENT	COMPANY	ACCOUNT #	DATE OF PAYMENT
Payment			
Mortgage/Rent			
Auto Loans			
Insurance:			
<i>Life</i>			
<i>Home Owner's</i>			
<i>Car</i>			
<i>Pet</i>			
<i>Other</i>			
Credit Cards			
Gas/Oil			
Electric			
Cable/TV			
Telephone			
Cell Phone			
Water/Sewer			
Garbage			
Internet Provider			
Health Club			
Investments			
IRA/Retirement			
Charities			
Daycare			
Other			

Automatic Deposit Checklist *(Deposits that regularly come into your account)*

PAYMENT	COMPANY	ACCOUNT #	DATE OF DEPOSIT
Employee			
Payroll			
Pension(s)			
Retirement Plans			
Social Security			
Investment			
Incomes			
Other			



Pentucket Bank

Automatic Payment Authorization Form

TO:

DATE:

This letter serves as the authorization to change the account information for automatic payments in the name(s) of: _____ customer account number: _____

The customer has changed accounts to Pentucket Bank, and the current account number that you are using will no longer be valid.

Effective immediately, the new information is as follows: Bank Routing Number: 211370066
Customer's New Account Number: _____

If you have any questions regarding this matter, or if this letter is NOT sufficient enough to make this change, please contact (Bank employee & phone number): _____

Thank you for your assistance in this matter.

I hereby authorize the change to my account.

Account Holder Signature

Date

Phone

Account Holder Signature

Date

Phone



Pentucket Bank

Automatic Deposit Authorization Form

TYPE OF AUTOMATIC DEPOSIT:

Employee Payroll

Social Security

Other (Please Specify)

Pension/Retirement

Investment Income

TO:

DATE:

This letter serves as the authorization to change the account information for automatic payments in the name(s) of: _____, customer account number: _____

The customer has changed accounts to Pentucket Bank, and the current account number that you are using will no longer be valid.

Effective immediately, the new information is as follows: Bank Routing Number: 211370066

Customer's New Account Number: _____

If you have any questions regarding this matter, or if this letter is NOT sufficient enough to make this change, please contact: _____

I hereby authorize the change to my account.

Account Holder Signature

Date

Phone

Account Holder Signature

Date

Phone



Pentucket Bank

Express Bill Pay Application

PLEASE ENTER ALL YOUR PAYEE INFORMATION BELOW OR ATTACH COPIES OF BILLS YOU WANT SET UP.

(Complete this form if you would like our assistance setting up your bill payments)

Express Bill Pay gives you more control over your finances by allowing you to receive, view and pay bills all in one secure, online location. You tell us who to pay - a business or individual - and then choose when to make the payment. You can even schedule payments in advance and set up recurring payments. Express Bill Pay allows you to pay all of your bills from one place, and keep electronic records of your payments organized.

Name

Account Number

Payee Name & Address

Amount (if fixed & recurring)

Due Date:

Account Number

Payee Phone

Payee Name & Address

Due Date:

Account Number

Payee Phone

Payee Name & Address

Due Date:

Account Number

Payee Phone

Payee Name & Address

Due Date:

Account Number

Payee Phone

Payee Name & Address

Due Date:

Account Number

Payee Phone

Payee Name & Address

Due Date:

Account Number

Payee Phone

Payee Name & Address

Due Date:

Account Number

Payee Phone

Payee Name & Address

Due Date:



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SOCIAL SECURITY

For information on how to switch direct deposit:

- www.ssa.gov
- Click "Benefits" in the main menu bar
- Select "Direct Deposit" under the "Manage" section
- Follow the instructions for creating an account and how to set up / change your direct deposit of Social Security

YOU CAN CHANGE SOCIAL SECURITY DIRECT DEPOSIT TWO WAYS:

- 1) Call Social Security at 1-800-772-1213.
 - Listen to voice prompts on how to change the direct deposit of Social Security
NOTE: CALLING SOCIAL SECURITY DIRECTLY IS THE FASTEST WAY TO CHANGE YOUR DIRECT DEPOSIT INFORMATION
- 2) Use the form found on the website – click on the "How do I change my Direct Deposit" question and click on the Direct Deposit Form to print out the form. If you are switching this without branch assistance, bring the direct deposit sign-up form to your local branch to complete section 3 before you mail it.
 - MAIL the completed form to your LOCAL Social Security Office
 - FAX the completed form to your LOCAL Social Security Office
 - YOU CAN FIND YOUR LOCAL SOCIAL SECURITY OFFICE'S MAILING ADDRESS AND FAX NUMBER by going to www.ssa.gov, on the left side, click on "Find a Social Security Office" and enter your branch's zip code.

ONLINE BANKING REGISTRATION

1. Go to www.pentucketbank.com and click on "Sign-Up Today" in the Personal Banking section.
2. Click BEGIN at the bottom of the page that opens.
3. Complete the online Registration form and click CONTINUE.
4. Verify your information and click SUBMIT - you will have immediate access to your accounts online.
5. Go to www.pentucketbank.com and enter your Customer ID and Password, click LOGIN.
6. Accept the Privacy Policy for Express Bill Pay.
7. Begin accessing your accounts and paying your bills online.



Pentucket Bank

Authorization to Close Account

TO:

DATE:

Please accept this letter as authorization to close the account(s) listed below and transfer the balance plus any accrued interest to PENTUCKET BANK (routing number 211370066) for deposit to new account number _____'s

Please make the check payable to the name on the new account and immediately close and transfer the balances in the following account(s):

Account #:	Checking	Savings	Money Market
Account #:	Checking	Savings	Money Market
Account #:	Checking	Savings	Money Market

If you have any questions regarding this matter, or if this letter is NOT sufficient enough to make this change, please contact:

Thank you for your assistance in this matter.
Sincerely,

I hereby authorize the change to my account.

Account Holder Signature _____ Date _____ Phone _____

Account Holder Signature _____ Date _____ Phone _____

