

# EASY Switch Kit

Switching to The Peoples Bank has never been easier!

Interested in switching your accounts to **THE PEOPLES BANK**? It's easy! We've developed this step-by-step guide to help make your transition to a new **Peoples Bank** account as simple as possible. Just follow these steps to get started.

We will be of assistance to you throughout this process. We thank you for choosing to **Bank local with The Peoples Bank** where you are one of the family!



**The Peoples Bank**  
100 Spring Avenue  
P.O. Box 210  
Chestertown, MD 21620  
Phone: 410-778-3500  
Routing Number: 052100741  
www.pbkc.com



Independent Community Bank Since 1910

*"Doing More for Our Customers"*

- Step 1:** Open your new **Peoples Bank Checking account!** Come see a Customer Service Representative at one of our 7 convenient locations and determine what account(s) best fit you.
- We know your time is valuable, complete the Customer Information Form before coming in to make the transition as quick and easy as possible.
- Step 2:** Sign up for **PB Online Banking and Mobile Banking!** Track your direct deposits, checks, debit card transactions, and automatic payment with ease.
- Step 3:** Transfer any existing **Online Bill Pay at your former bank to your new PB Online Bill Pay.** Use the Online Bill Pay Form to help make the switch simple and pain free.
- Step 4:** Move your **Direct Deposit(s) to your new PB Checking account.** Make this step simple by using the Direct Deposit Request Form.
- Step 5:** Bring us your last month's statement and we will guide you through the process of transferring any recurring automatic payments and debits you make by ACH, debit card, and automatic transfer to your new PB Checking account. Using the Automatic Payment Request Form will make this step easy.
- Step 6:** Stop using your former checking account. Be sure to allow time for all outstanding debit card transactions and checks to clear. For your security, destroy any unused checks, deposit slips, and Debit cards. If you like, we can do that for you.
- Step 7:** Close your former checking account. When you are sure that all outstanding items have cleared and your direct deposits and automatic payments have made the switch to your new **PB** checking account, it's time to close your former checking account. Take or mail the completed Account Closing Request Form to your former bank or call them to make arrangements to close the account and forward any remaining funds to you.

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## CUSTOMER INFORMATION FORM

### Primary Account Holder Information

Full Legal Name:

Physical Address:

City:

State:

Zip:

Mailing Address: if different from above

City:

State:

Zip:

Home Phone:

Work Phone:

Mobile Phone:

Drivers License/ID #:

Issue Date:

Exp. Date:

Employer:

Position/Title:

Email Address:

SSN:

### Secondary Account Holder Information

Full Legal Name:

Physical Address:

City:

State:

Zip:

Mailing Address: if different from above

City:

State:

Zip:

Home Phone:

Work Phone:

Mobile Phone:

Drivers License/ID #:

Issue Date:

Exp. Date:

Employer:

Position/Title:

Email Address:

SSN:

### Accounts and Services

Please check the Accounts and Services you are currently using and/or may wish to use.

\*Pending approval

Checking Account

Debit Card

Business Loan/Line\*

Savings Account

Online Banking

Mortgage Loan

Christmas Club Account

Mobile Banking/Mobile Deposit

Construction Loan

Individual Retirement Account

Online Bill Pay

Check Loan

Certificate of Deposit

Safe Deposit Box

Other: \_\_\_\_\_

Interest Bearing Checking

Consumer Loan/Line\*

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## Online Bill Pay Form

### Instructions:

1. Be sure that you have successfully enrolled in **PB Online Bill Pay**! Go to [www.pbkc.com](http://www.pbkc.com) and use the log-in information provided at account opening to log-in and familiarize yourself with our bill pay system. If you need assistance, please feel free to call us at 410-778-3500.
2. Visit your former bank's website and use our simple Online Bill Pay Form to record all accounts that you have enrolled in Online Bill Pay with your former bank. List the company name, mailing address, phone number, and account number(s).
3. Add any additional accounts to the Online Bill Pay Form that you would like to setup for the first time. Be sure that you have all necessary information: company name, mailing address, phone number, and account number.
4. **AFTER** you have entered all the accounts from the Online Bill Pay Form into the **PB Online Bill Pay** system, review all account information for accuracy.

### Online Bill Pay Accounts

Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		

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## Direct Deposit Request Instructions

### Direct Deposits

Use your previous bank statements and our handy checklist to identify the Direct Deposits you need to switch to your new **PB checking account**.

### Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension/Retirement				
Social Security				
Supplement Security				
VA Compensation				
Interest Income				
Investment Income				
Dividends				
Other:				

Use the Direct Deposit Request Form to notify depositors of your new **PB checking account** information. **Before** you send out the form, be sure to check with your employer or source of income to make sure no other forms are required.

### Helpful Phone Numbers and Web Sites

Social Security Administration	800.722.1213	<a href="http://www.ssa.gov/deposit/howtosign.htm">www.ssa.gov/deposit/howtosign.htm</a>
Office of Personnel Management	888.767.6738	<a href="http://www.opm.gov">www.opm.gov</a>
Department of Veteran Affairs	877.838.2778 or 800.827.1000	<a href="http://www.va.gov">www.va.gov</a>

**After** you have sent the Direct Deposit Request Form:

1. Confirm with your employer or source of income that forms were received and processed.
2. Maintain your former checking account until the switch is complete.
3. Monitor your new **PB checking account** through **PB Internet or Mobile Banking**, or call 410-778-3500 to verify receipt of your Direct Deposit(s).

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## Direct Deposit Request Form

Company Name:

Address:

City, State, Zip

### RE: Switching My Direct Deposit to a New Account

I have recently changed financial institutions and would like to update my Direct Deposit information. Please discontinue my current direct deposit and begin making direct deposits into my new **Peoples Bank checking account**.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic deposits may require advance notice of changes and that depending on the timing of this request my next deposit may not be sent to my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Direct Deposit Information		
Name:	SSN or Employee No.	
Address:	City:	State & Zip:
Home Phone:	Mobile Phone:	
Former Bank Name:	Routing Number:	
Former Account Number:	Amount of Deposit:	
NEW Bank Name: <b>The Peoples Bank</b>	NEW Routing Number: <b>052100741</b>	
NEW Account Number:	Amount of Deposit:	

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## Automatic Payment Request Instructions

### Automatic Payments

Use your previous bank statements and our handy checklist to identify the Automatic Payments and Debits you need to switch to your new **PB checking account**.

### Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell Phone				
Gas/Oil				
Water				
Internet/Provider				
Credit Cards				
Daycare				
Tuition/School				
Trash Removal				
Other:				

Use the Automatic Request Form to notify debiting companies of your new **PB checking account** information. **Before** you send out the form, be sure to check with these companies to make sure no other forms are required. You may be able to make changes to account information online.

**After** you have sent the Automatic Payment Request Form:

1. Confirm with companies that forms were received and processed.
2. Maintain your former checking account until the switch is complete.
3. Monitor your new **PB checking account** through **PB Internet or Mobile Banking**, or call 410-778-3500 to verify receipt of your Direct Deposit(s).

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## Automatic Payment Request Form

Company Name:

Address:

City, State, Zip

**RE: Switching My Automatic Payments to a New Account**

**Attn: Accounts Receivable/Accounting**

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangements and begin making automatic withdrawals from my new **PB checking account**.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advance notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

### Automatic Payment Information

Name:		Payee Name	
Address:		City:	State & Zip:
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Debit:	
NEW Bank Name: <b>The Peoples Bank</b>		NEW Routing Number: <b>052100741</b>	
NEW Account Number:		Amount of Deposit:	

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## Account Closing Request Form

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Bank Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City, State, Zip

### Primary Account Holder:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City, State, Zip

### Secondary Account Holder:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City, State, Zip

**Account Number** \_\_\_\_\_

**Type** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Type** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Type** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Type** \_\_\_\_\_

### Attention: Account Service

Please accept this letter as my official authorization to close my account with your institution.

Please send a check in the amount of my account balance, if any, to my attention at the address above. If you have any questions regarding this matter, please call me at my daytime phone number: \_\_\_\_\_.

Thank you for your prompt assistance.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Customer Signature

Since 1910, Doing more for our customers...