National Bank of Coxsackie
EASY-TO-SWITCH KIT

We make it simple for you to switch your accounts to your local, hometown bank.

Switching is easy!

Everything you need is in four simple steps.

STEP 1

Open your account at the National Bank of Coxsackie.

Your account number and the National Bank of Coxsackie's routing number are listed on the bottom of your starter check pack.

STEP 2

Switch your automatic and direct deposits to your new account.

Use the **Change Direct Deposits** form.

STEP 3

Switch your automatic withdrawals and payments to your new account. Use the **Change Automatic Withdrawals and Payments** form.

STEP 4

Close your old accounts at other financial institutions.
Use the **Close Accounts** form.

Contact your local branch for additional information about switching your accounts to the National Bank of Coxsackie.

STEP 2 CHANGE DIRECT DEPOSITS

Date: _____

Employer/ Direct Depositor's Name: _____

Employer/ Direct Depositor's Address: _____

City, State, ZIP Code: _____

Ladies and Gentlemen:

You are currently making direct deposits on my behalf into this account:

Old financial institution: _____
Account number: _____
Routing number: _____

Please discontinue direct deposits to the above account and immediately begin direct deposits into my new account at:

National Bank of Coxsackie
3-7 Reed Street, PO Box 400
Coxsackie, NY 12051-0400

Routing Number: 021307054
My New Account Number: _____

If you have any questions, please contact me at (_____)_____(telephone number).

Thank you,

_____
Signature

_____
Print Name

_____
Address

_____
City, State, ZIP Code

_____
Social Security Number

STEP 3

CHANGE AUTOMATIC WITHDRAWALS AND PAYMENTS

Date: _____

Company Taking Automatic Withdrawal/ Payment: _____

Company's Address: _____

City, State, ZIP Code: _____

Ladies and Gentlemen:

You are currently withdrawing _____ dollars every_____(when) for my _____ payment from:

Old financial institution: _____

Account number: _____

Routing number:_____

Please discontinue withdrawals from the above account and: (check one)

☐ Commence withdrawals from my new account at:

National Bank of Coxsackie
3-7 Reed Street, PO Box 400
Coxsackie, NY 12051-0400

Routing Number: 021307054
My New Account Number: _____

☐ Commence withdrawals from my new Visa debit card:

Card Number: _____ Expiration Date: _____

☐ I will make my payments through the National Bank of Coxsackie's bill pay service.

If you have any questions, please contact me at (_____)_____(telephone number).

Thank you,

_____
Signature

_____
Print Name

_____
Address

_____
City, State, ZIP Code

_____
Social Security Number

STEP 4 CLOSE ACCOUNTS

Before closing your old account, be sure that all outstanding checks and automatic payments have cleared.

Date: _____

Financial Institution's Name: _____

Financial Institution's Address: _____

City, State, ZIP Code: _____

Ladies and Gentlemen:

Please close my account(s) with your financial institution:

- Account number: _____

  Account holder(s): _____

- Account number: _____

  Account holder(s): _____

Kindly send a cashier's check for the remaining balance(s) to:

National Bank of Coxsackie
3-7 Reed Street, PO Box 400
Coxsackie, NY 12051-0400

Routing Number: 021307054
My New Account Number: _____

If you have any questions, please contact me at (____)_____(telephone number).

Thank you,

Account Holder 1 Signature	Account Holder 2 Signature
Account Holder 1 Print Name	Account Holder 2 Print Name
Account Holder 1 Social Security Number	Account Holder 2 Social Security Number

Address

City, State, ZIP Code

DON'T FORGET!

Did you change all of your **DIRECT DEPOSITS?**

- ☐ Payroll
- ☐ Social Security
- ☐ Tax refunds
- ☐ Supplemental Security Income
- ☐ Stock dividends
- ☐ Child support
- ☐ Disability
- ☐ Other deposits

Did you change all of your **AUTOMATIC WITHDRAWALS AND PAYMENTS?**

- ☐ Mortgage
- ☐ Rent
- ☐ Utilities: water, gas, electric
- ☐ Loans
- ☐ Landline phone
- ☐ Cable/satellite
- ☐ Cell phone
- ☐ Internet service
- ☐ Credit cards
- ☐ Insurance
- ☐ Investments
- ☐ Membership dues
- ☐ Online bill payees
- ☐ Other payments/withdrawals

Did you close all of your **OLD ACCOUNTS?**

☐ Financial Institution: _____

Account Number: _____

☐ Financial Institution: _____

Account Number: _____

☐ Financial Institution: _____

Account Number: _____

☐ Financial Institution: _____

Account Number: _____