### 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.



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.



Switch your automatic and direct deposits to your new account.

Use the **Change Direct Deposits** form.





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

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.





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

Address

Print Name

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:		
<ul> <li>Please discontinue withdrawals from the above ac</li> <li>Commence withdrawals from my new account National Bank of Coxsackie</li> <li>3-7 Reed Street, PO Box 400 Coxsackie, NY 12051-0400</li> <li>Routing Number: 021307054 My New Account Number:</li> </ul>	at:	
Commence withdrawals from my new Visa deb		
Card Number:		
□ I will make my payments through the Nationa	ll Bank of Coxsackie's bill pay serv	vice.
If you have any questions, please contact me at (	)(tel	ephone number).
Thank you,		
Signature	Address	
Print Name	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 financia	l institution:	
Account number:		
Account holder(s):		
Account number:		
Account holder(s):		
Kindly send a cashier's check for the remaining	ng 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		





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

 $\Box$  Social Security

- $\Box$  Tax refunds
- $\Box$  Supplemental Security Income

 $\Box$  Stock dividends

 $\Box$  Child support

 $\Box$  Disability

 $\Box$  Other deposits

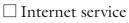
### Did you change all of your AUTOMATIC WITHDRAWALS AND PAYMENTS?

- □ Mortgage
- □ Rent
- $\Box$  Utilities: water, gas, electric

 $\Box$  Loans

 $\Box$  Landline phone

- $\Box$  Cable/satellite
- $\Box$  Cell phone



 $\Box$  Credit cards

- □ Insurance
- $\Box$  Membership dues
- $\Box$  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:



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