



The Switch Kit

- *Have you been thinking about switching your accounts to Keystone Savings Bank but are afraid it will be too difficult to disconnect from your old financial institution?*
- *Do you have direct payments from a checking account at another financial institution and don't know how to change them?*
- *Are you paying a ton of fees on your account elsewhere but have Direct Deposit with your employer?*

If you answered “yes” to any of these questions, we can help. The following is a switch kit, created for you to help “switch to” a Keystone Savings Bank checking account. In only five simple steps you can have all of your banking information switched to a Keystone Savings Bank checking account. Keep reading for more information!



Five easy steps to great financial service.

Step 1 Open your Keystone Savings Bank checking account with an initial deposit of \$100 or more, your savings account with \$20 or more. Ask for your ATM or debit card and order a box of checks. Visit your local branch to open your account today. Make note of your new account number here _____ and the Keystone Savings Bank routing number 073921682.

Step 2 Stop using your old account at the other financial institution and let all your outstanding checks clear. This might take up to 10 days. Destroy your old unused checks, deposit slips and your old ATM or Debit cards.

Step 3 Change any direct deposits you might have. Fill out the attached Direct Deposit form and give it to your payroll department, the Social Security Administration, your retirement plan, or any other source of Direct Deposit. Include a new deposit slip or voided check from your new Keystone Savings Bank account.

Step 4 Change any automatic payments or withdrawals. Use the automatic withdrawal form to change any automatic withdrawals or payment services. Don't forget any payments that use your old debit card number.

Step 5 Close your old account by sending the attached form to your old bank – no need for you to stop by. Your old bank will send you a check for the remaining balance in your account. That is it. Now you have service at a financial institution working with you and for you.



Please change accounts for my automatic withdrawal

Date

Company making automatic withdrawal

Address

City

State

Zip

To Whom It May Concern:

I have changed financial institutions to Keystone Savings Bank. You are currently withdrawing \$ _____ (or paying my current bill) from the following account:

Old Bank _____

Routing # _____

Account # _____

For what _____

On (date) _____

Please stop making withdrawals from this account on _____ (date) and start making them from my new Keystone Savings Bank account:

Keystone Savings Bank routing # 073921682

Keystone Savings Bank account # _____

I have attached a voided check or deposit ticket for your reference. If you have any questions, please let me know.

Signature

Co-Signature

Name (Please Print)

Co-Signer Name (Please Print)

Address

City, State, Zip

Please change accounts for my Direct Deposit

Date

Company making Direct Deposit

Address

City

State

Zip

To Whom It May Concern:

You are currently making a direct deposit in whole or in part into the following account:

Old Bank _____

Routing # _____

Account # _____

Please begin making my direct deposit into my new account at Keystone Savings Bank on _____ (date).

Keystone Savings Bank routing # 073921682

Keystone Savings Bank account # _____

I have attached a voided check or deposit ticket for your reference. If you have any questions, please let me know.

Signature

Co-Signature

Name (Please Print)

Co-Signer Name (Please Print)

Address

City, State, Zip

Please close my account

Date

Bank Name

Address

City

State

Zip

To Whom It May Concern:

Please close the following account # _____ and send a check for the remaining balance to my address below. All my outstanding items have cleared.

If you have any questions about this request, please contact me as soon as possible at the following number _____. Thank you.

Sincerely,

Signature

Co-Signature

Name (Please Print)

Co-Signer Name (Please Print)

Address

City, State, Zip