

# MAKE THE **SWITCH** TO **RONDOUT**

*always working for you and our community*

## We make the switch easy!

- ✓ Switch Kit Checklist
- ✓ Direct Deposit Information Sheet
- ✓ Authorization to Change Automatic Payments
- ✓ Automatic Payment & Deposit Checklist
- ✓ Account Closure Request Letter



[RondoutBank.com](http://RondoutBank.com)



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**SAVINGS BANK**

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# Switch Kit Checklist

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Thank you for choosing Rondout Savings Bank. We are dedicated to ensuring that your transition is a smooth one.

## STEP 1: Get Organized

- Open a Rondout Savings Bank account.
- Review your last few statements and identify all automatic payments and automatic deposits.

*Note: Keep in mind that not all automatic payments that you have previously established occur on a monthly basis. For example, insurance payments, some utilities and federal and state tax returns/ payments can occur on irregular intervals such as bi-monthly, quarterly or even an annual basis.*

## STEP 2: Move Your Direct Deposit & Automatic Payments

- Prepare to move your direct deposit by using the Direct Deposit Information Sheet.

*Note: You may be asked to fill out an additional form by the company making the direct deposit.*

- To transfer social security direct deposit, you can either call Social Security Administration at 1.800.772.1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)
- Set up new automatic payments. You can use the Authorization to Change Automatic Payments Letter, or consider Rondout Savings Bank Online Banking with free bill pay as an alternative that gives you more control over your money. If you are setting up more than one automatic payment, make additional copies of the Authorization to Change Automatic Payments Letter for each automatic payment.

*Note: You may be asked to fill out an additional form by the company making the automatic payment.*

## STEP 3: Close Your Old Account

- Confirm all checks have cleared and all automatic payments have been transferred to your new account. Leave sufficient funds in your former account to cover any outstanding checks or pending automatic payments.
- Complete the Account Closure Request Letter and send it to your former financial institution. Some financial institutions may require you to fill out additional forms. If your account is an interest-bearing account, request to have your accrued interest paid prior to closing.
- Destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your former accounts. We can destroy them for you if needed.
- Start using your new Rondout Savings Bank account exclusively.

## STEP 4: Keep Copies for Your Records

- Remember to keep a copy of all documents, letters and forms for your personal records.

## STEP 5: Transfer Other Accounts

- Consider making your financial life less complicated by transferring other accounts to Rondout Savings Bank. We offer a complete line of banking products including mortgage services. With all of your funds in one place, your banking will be easier. Our banking team will be better able to help you manage your finances and find ways to make your money work harder for you.
- Call us at 845.331.0073, or visit one of our branches and we will be happy to assist you.

*We're here to help make the switch easy!*

*Thanks again for choosing Rondout Savings Bank!*

# DIRECT DEPOSIT INFORMATION SHEET



**RONDOUT**  
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## BENEFITS TO YOU

- **Convenient** - Your check is deposited electronically into your Rondout Savings Bank checking or savings account. So your money is automatically available to you, even when you are ill, on vacation or too busy to get to the bank.
- **Fast** - You have immediate access to your money on the day of deposit - no need to wait until you can cash your check.
- **Safe** - You never have to worry about checks getting lost, delayed or stolen.

## IT'S EASY TO SET UP DIRECT DEPOSIT

Gather Your Account Information. You will need to provide the type of account (checking or savings), your account number, and Rondout Savings Bank's routing number to the employer or payor that you will be setting up your Direct Deposit with.

### 1. Type of Account - (Check One)

- Checking     Savings

### 2. Account Number: \_\_\_\_\_

### 3. Rondout Savings Bank's Routing Number for Direct Deposit: 221971086

Your employer or payor may request that you complete a form or provide them with a voided check to process your request.

Joe Smith 1234 Anystreet Court Anycity, AA 12345	1234
Pay to the order of _____	Date _____
Dollars	
<b>RONDOUT SAVINGS BANK</b>	
⌚ 222370440 ⌚	12134567890
⌚ 1234	
Routing Number	Account Number
	Check Number

## MONITOR YOUR ACCOUNT

Type of Direct Deposit	New or Existing Enrollment - to change the bank currently receiving your deposit electronically; to change your paper checks to electronic deposits.
• Salary/Wages • Pension • Dividend/Investment Income	Provide the account information on this form to your employer or other payor directly.
• Social Security • Supplemental Security Income	Visit any Rondout Savings Bank Branch or contact the agency directly.
• Railroad Retirement • Railroad Unemployment/Sickness Insurance • VA Benefits • Civil Service Annuity • Civil Service Survivor/Beneficiary	Contact the institution or agency directly and provide them with your account information on this form.
• Other types of institutions or agencies	

## MONITOR YOUR ACCOUNT

Typically, you can expect to see your first Direct Deposit about four weeks after your request. We suggest you monitor your account through the next several pay periods to confirm your deposits.

*For further information, please call us at 845-331-0073 or visit any of our convenient branches.*

# Authorization To Change Automatic Payments

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**To whom it may concern:**

I am writing to request and authorize you to change the account from which you debit my automatic payment. Please find the information below necessary to fulfill this request:

**This is in reference to the account I hold with your company:**

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

My Account Number with Company: \_\_\_\_\_

Name on Account: \_\_\_\_\_

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

My Daytime Phone Number: \_\_\_\_\_

**Please discontinue making payments from my old account:**

Old Financial Institution Name: \_\_\_\_\_

ABA/Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

I hereby authorize any future automatic payments to be electronically debited from my new Rondout Savings Bank account.

Rondout's ABA/Routing Number: \_\_\_\_\_

My New Rondout Bank Account Number: \_\_\_\_\_

Please send written confirmation of when the changes will be effective.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Contact each company to ask if you need to provide any other information and where to send your request.**

# Automatic Payment & Deposit Checklist

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## Automatic Payment Checklist

Payment	Company	Account #	Date of Payment
Mortgage/Rent			
Auto Loans			
Life Insurance			
Home Owners Ins.			
Car Insurance			
Pet			
Other Insurance			
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

Payment	Company	Account #	Date of Payment
Employee Payroll			
Pension/Retirement			
Social Security			
Investment Incomes			
Other			

# Account Closure Request Letter

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Name of Former Financial Institution: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## ***To Whom It May Concern:***

Please accept this letter as my authorization to close the accounts listed below effective as of \_\_\_\_\_ (date). To the best of my knowledge all transactions including ATM/Debit card, automatic deposits/payments and checks written have posted to the following accounts.

Please close the account(s) noted below and mail the balance and any interest earned to the address below.

Former Account Number: \_\_\_\_\_

Former Account Number: \_\_\_\_\_

Former Account Number: \_\_\_\_\_

Former Account Number: \_\_\_\_\_

## **Customer Information:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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