



*Good things are happening here.®*

**Switching to your Shore United Bank checking account has never been easier with Shore United Bank's Switch Kit.**

**1. Open your new Shore United Bank checking account.**

You can open an account by visiting any of our convenient locations. We've included a list of the information you will need to bring with you when you open your personal checking account in your Switch Kit.

**2. Sign up for Online Banking.**

**3. Stop using your old account.**

Let all of your checks clear. Stop using any checks, ATM and debit cards and deposit slips. Stop using Bill Pay at your old Bank.

**4. Move Your Direct Deposits to Your New Account.**

Use the [Direct Deposit / Payroll Change](#) Form to notify each company that makes direct deposits on your behalf to use your new account.

For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213

**5. Move your Automatic Withdrawals to Your New Account.**

Use the [Automatic Payment Change Form](#) to notify each company making automatic debits from your account of the change.

**6. Close Your Old Account.**

Leave your old account(s) open long enough to allow outstanding checks and withdrawals to clear. This process may take several weeks. When you're sure your old bank account(s) are inactive, use the [Account Closing Form](#) to close the account and send you any remaining balance. You can use the [Account Balance Worksheet](#) to calculate your remaining balance.

**6. Protect Your Personal Information.**

Destroy any old checks, ATM or debit cards and deposit slips from your old account. Remove your Online Banking access from your old bank.

**If you have any questions about your "switch" to Shore United Bank, please [contact us](#). If you would like help in completing any of these forms stop by any of our [branch locations](#) and we will be happy to help you.**



## Switch Checklist

- Open Checking account with Shore United Bank.
- Sign up for Online Banking.
- Stop using your previous checking account.
  - Stop writing checks
  - Stop using Debit and ATM Cards
  - Stop making Online Banking payments.
- Transfer all Direct Deposits to Shore United Bank.
  - Payroll
  - Pension Administrator
  - Government Entity
  - CD Interest Payment
  - Brokerage Deposits
  - Child Support or court-issued deposits.
- Transfer all Automatic Payments from old account to Shore United Bank.
  - Mortgage Company
  - Homeowner's Insurance
  - Auto Insurance
  - Life Insurance
  - Utilities companies- electric, water or gas
  - Telephone Company
  - Cell Phone Company
  - Internet Service
  - Cable Company
  - Loan Payments
  - Child Support or court-issued payments
  - Brokerage – Automatic investments
  - Account transfers
  - Other
- Allow time for any outstanding checks, final direct deposits, and automatic payments to clear your old account.
- Make certain enough funds are available in your old account to cover the above transactions.
- Send a written notice to the old bank that you are closing the account.
- Enjoy your new account. Don't forget to visit any of our branches or online at [www.ShoreUnitedBank.com](http://www.ShoreUnitedBank.com) to learn about our products, services, and convenient ATM locations.



## New Account Information

When you open a new personal checking account with Shore United Bank, we will request the following information from each account holder.

- Name – First, Last and Middle initial
- Street Address
- Mailing Address, if different than above
- Date of Birth
- Social Security Number or Tax Payer Identification Number
- Home Phone Number
- Employer
- Work Number
- Cell Phone Number
- Mother's Maiden Name
- e-mail Address
- Identification – See below

**In compliance with the USA PATRIOT Act and to help our government fight the funding of terrorism and money laundering activities, Federal law now requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.**

**When you open an account, we will ask for information that will allow us to identify you. We will also ask to see your driver's license and other identifying documents.**

Shore United Bank will verify the identity of each new customer by examining one form of primary Identification from the following list of unexpired documents:

- Driver's License
- State Issued Identification Card
- Military Identification Card
- Passport
- Alien Identification Card
- Green Card

And one form of unexpired secondary ID:

- Major credit card, with signature
- A known employer ID card
- A voter registration card with signature and consistent information
- A state or local government employee ID card
- Department of Social Services ID Card
- Property Tax Bill in the name of the account owner
- Birth Certificate
- A current local utility bill from the customer's current place of residence may qualify as secondary identification
- Social Security card with signature



## Direct Deposit / Payroll Change

\_\_\_\_\_ (Date)

\_\_\_\_\_  
Entity making direct deposit on your behalf (i.e. Employer or pension administrator)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

To Whom It May Concern:

Currently, you are depositing a recurring payment into the following account:

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

Routing Number \_\_\_\_\_

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

I authorize you to start making these automatic deposits into my account at Shore United Bank.

Bank Name **Shore United Bank**

Routing Number **052100932**

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

- Checking  
 Savings

Please send me confirmation indicating when this change in my deposit will be effective. My contact information is below.

Sincerely,

\_\_\_\_\_  
Your Signature

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

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Number



## Automatic Payment Change

\_\_\_\_\_ (Date)

\_\_\_\_\_  
Name of payee that automatically debits payment from your account  
(i.e. insurance company, mortgage provider, utility company)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

To Whom It May Concern:

You are currently debiting payment for my account number \_\_\_\_\_  
from:

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

Routing Number \_\_\_\_\_

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

Effective immediately, I hereby authorized you to stop debiting from this account  
and start debiting this payment from my new account at Shore United Bank.

Bank Name **Shore United Bank**

Routing Number **052100932**

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

Checking

Savings

Please send me confirmation indicating when this change takes effect. My contact  
information is below.

Sincerely,

\_\_\_\_\_  
Your Signature

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

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Number



# Account Closing Request

\_\_\_\_\_ (Date)

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

\_\_\_\_\_  
Address

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

To Whom It May Concern:

Please close the account(s) noted below, mail the balance and any interest, and a confirmation of account closure to the address listed below:

- |   | Account Number |
|---|----------------|
| <input type="checkbox"/> Checking Account       | _____          |
| <input type="checkbox"/> Savings Account        | _____          |
| <input type="checkbox"/> Money Market Account   | _____          |
| <input type="checkbox"/> Certificate of Deposit | _____          |

- Please close my CD immediately. I understand there may be penalties for withdrawing before the maturity date.
- Please close my CD upon maturity.

If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Your Signature

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

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Number

Day  Evening



# Account Balance Worksheet

Use this worksheet to balance your checkbook register beginning with the current account balance shown on your most recent bank statement. (You can use an Interim Statement, if available.)

You should not use this account after completing this worksheet. All future transactions should be conducted from your new Shore United Bank account. All outstanding transactions (those you conducted before you closed your old account) must be cleared before the old account is closed.

1. Your current balance on your old checking statement. \$ \_\_\_\_\_

2. List deposits you made that are not on your statement.

Date	Amount	
_____	_____	
_____	_____	
_____	_____	
		+ \$ _____

3. Subtotal by adding Steps 1 and 2. = \$ \_\_\_\_\_

4. List outstanding checks, transfers, withdrawals, debit card purchases, ATM withdrawals, automatic debits, bill pay transactions, and any other fees that do not appear on your statement.

Date	Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
		- \$ _____
		Total of Step 4

5. Subtract Step 4 from Step 3. = \$ \_\_\_\_\_  
 This amount should match your checkbook register.

When these balances agree, the remaining balance in your old account should be available for transfer to your new account. Remember to allow for any fees for your final statement.