

# Switch Kit

Ready for a better banking experience?  
Make the change to **Metuchen Savings Bank!**



Member  
**FDIC** =  
LENDER

**Switching to your trusted neighborhood bank is hassle-free!**

We want to help make your transition to Metuchen Savings Bank go as smoothly as possible. We know that it may seem inconvenient to change banks, however, by following our easy step-by-step instructions inside you will be banking with us in no time.

**METUCHEN  
SAVINGS BANK**  
*In Touch.*

732.548.7400 | 1.844.METUCHE | 1.844.638.8243 | [metuchensavings.bank](http://metuchensavings.bank)

We look forward to serving you. By following the five easy steps below, you will soon be a Metuchen Savings Bank customer!

## **▣ STEP ONE**

Open your new account with Metuchen Savings Bank

- Come by our main office at 442 Main Street and open a Metuchen Savings Bank checking account.
- Stop using your previous checking account. Allow time for all outstanding checks and automatic payments to clear. Remember to destroy ATM/debit cards, unused checks and deposit slips.

## **▣ STEP TWO**

Move your Direct Deposits to Metuchen Savings Bank

- Fill out the "Direct Deposit Authorization Form" included in this kit to have your direct deposit funds deposited into your new checking account. Either send the completed form to your direct deposit vendors or bring it into Metuchen Savings Bank for assistance.

## **▣ STEP THREE**

Transfer any Automatic Payments and Debits to Metuchen Savings Bank

- Complete the "Direct Debit Authorization Form" included in this kit to inform vendors who automatically take payments from your old checking account of your new account information. Mail the completed form to the vendors or bring it into Metuchen Savings Bank for assistance.
- Refer to the Direct Debit and Direct Deposit Checklist, which we have included for your convenience. This checklist contains the most common Direct Debits and Direct Deposits as well as helpful phone numbers and web sites.

## **▣ STEP FOUR**

Visit [www.metuchensavings.bank](http://www.metuchensavings.bank) and click on "Apply Now" to sign up for Online Banking with Metuchen Savings Bank. Our convenient online banking service allows you to:

- Pay all your bills electronically and securely
- View account balances and histories
- Access printable checks paid
- And much more!

## **▣ STEP FIVE**

Close your old checking account

- To close your previous checking account, simply confirm your balance and write a final check or complete the Close Account Request Form and send to your current bank.

## Direct Deposit Authorization Form

Complete this form to change each of your direct deposits to your new Metuchen Savings Bank checking account. Staple a VOIDED check from your new Metuchen Savings Bank account to the bottom of this page.

Name \_\_\_\_\_ Address \_\_\_\_\_

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

Company Name \_\_\_\_\_ Company Address \_\_\_\_\_

I authorize \_\_\_\_\_ hereinafter referred to as the "Originator," to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit error to my account(s) indicated below and Metuchen Savings Bank hereinafter referred to as "Depository," to debit and/or credit to the same such account.

Currently I am receiving this direct deposit at the following financial institution:

Name of Financial Institution \_\_\_\_\_

Routing Number of Financial Institution \_\_\_\_\_ Account Number \_\_\_\_\_

As of \_\_\_\_\_ (date), please begin making this direct deposit into my account at:

Metuchen Savings Bank  
429 Main Street, PO Box 431  
Metuchen, NJ 08840  
Routing Number: 221272028

Account Name \_\_\_\_\_

Account Type: Checking/Savings (Circle One) A/C# \_\_\_\_\_

If the Originator (party making deposit) permits direct deposit to more than one account, I elect to have a portion of the proceeds deposited into the following account at the above named bank.

Account Name \_\_\_\_\_

Account Type: Checking/Savings (Circle One) A/C# \_\_\_\_\_

Amount to Deposit: Net Pay/Fixed Amount (Circle One) \$ \_\_\_\_\_

This authority is to remain in effect until the Originator is notified in writing from me of termination in such time as to allow the Originator and Depository sufficient opportunity to act on my request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

ATTACH VOIDED CHECK FROM  
YOUR NEW METUCHEN SAVINGS BANK ACCOUNT HERE

### Direct Debit Authorization Form

Complete and send this form to each company that you automatically pay from your old checking account. Staple a VOIDED check from your new Metuchen Savings Bank account to the bottom of this page.

Name \_\_\_\_\_ Address \_\_\_\_\_

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

Company Name \_\_\_\_\_ Company Address \_\_\_\_\_

I authorize \_\_\_\_\_ hereinafter referred to as the "Originator," to initiate debit entries, and to initiate, if necessary, credit entries and adjustments for any debit error to my account(s) indicated below and Metuchen Savings Bank hereinafter referred to as "Depository," to debit and/or credit to the same such account.

### Originator Account to be Debited

Depository Bank: Metuchen Savings Bank — Routing Number 221272028

Account Name \_\_\_\_\_

Account Type: Checking/Savings (Circle One) A/C# \_\_\_\_\_

Debit Amount: \$ \_\_\_\_\_ Date of Debit \_\_\_\_\_

Direct Debit Frequency (circle one) Weekly / Bi-Weekly / Monthly / Quarterly \_\_\_\_\_

### Beneficiary Account to be Credited

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

This authority is to remain in effect until the Originator is notified in writing from me of termination in such time as to allow the Originator and Depository sufficient opportunity to act on my request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

ATTACH VOIDED CHECK FROM  
YOUR NEW METUCHEN SAVINGS BANK ACCOUNT HERE

## Close Account Request Form

Complete and send this form to your old financial institution to close your old account. Any remaining balance will be transferred to your new account at Metuchen Savings Bank.

Primary Account Holder Name \_\_\_\_\_

Joint Account Holder Name \_\_\_\_\_

Address \_\_\_\_\_

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

Company Name \_\_\_\_\_ Company Address \_\_\_\_\_

I authorize \_\_\_\_\_ (name of current bank) located at \_\_\_\_\_, herein referred to as "Originating Depository Bank," to close the below referenced account. All my checks have cleared the account which is being closed and all direct deposits and direct debits have been stopped.

Account Name \_\_\_\_\_

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

Account Type:  Checking  Savings

Closing Balance\$ \_\_\_\_\_ (plus interest if applicable)

Proceeds from the above referenced account are to be mailed to:

Metuchen Savings Bank

Address 429 Main Street, PO Box 431 \_\_\_\_\_

City Metuchen \_\_\_\_\_ State NJ \_\_\_\_\_ Zip 08840 \_\_\_\_\_

Main Phone 732-548-7400 \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Upon receipt, the funds will be credited to our customer accordingly. The receipt of said proceeds via mail will serve as confirmation that the account has been formally closed.**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Accountholder Signature \_\_\_\_\_ Date \_\_\_\_\_

### Direct Debit Checklist

| Payment           | Company | Account Number | Amount | Date of Payment |
|-------------------|---------|----------------|--------|-----------------|
| Mortgage/Rent     |         |                |        |                 |
| Auto Loans        |         |                |        |                 |
| Insurance         |         |                |        |                 |
| Credit Cards      |         |                |        |                 |
| Gas/Oil           |         |                |        |                 |
| Electric          |         |                |        |                 |
| Cable/TV          |         |                |        |                 |
| Telephone         |         |                |        |                 |
| Cell Phone        |         |                |        |                 |
| Water             |         |                |        |                 |
| Garbage           |         |                |        |                 |
| Internet Provider |         |                |        |                 |
| Health Club       |         |                |        |                 |
| Investments       |         |                |        |                 |
| IRA/Retirement    |         |                |        |                 |
| Charities         |         |                |        |                 |
| Daycare           |         |                |        |                 |
| Other             |         |                |        |                 |
|                   |         |                |        |                 |
|                   |         |                |        |                 |

### Direct Deposit Checklist

| Payment                      | Company | Account Number | Amount | Date of Deposit |
|------------------------------|---------|----------------|--------|-----------------|
| Employee Payroll             |         |                |        |                 |
| Pension(s)/ Retirement Plans |         |                |        |                 |
| Social Security              |         |                |        |                 |
| Investment Incomes           |         |                |        |                 |
| Other                        |         |                |        |                 |
|                              |         |                |        |                 |
|                              |         |                |        |                 |

### Helpful Phone Numbers & Web sites

|                                |                                  |  |
|--------------------------------|----------------------------------|--|
| Social Security Administration | 1-800-772-1213                   | <a href="http://www.ssa.gov">www.ssa.gov</a>                           |
| Department of Veterans Affairs | 1-877-838-2778 or 1-800-827-1000 | <a href="http://www.va.gov">www.va.gov</a>                             |
| Metuchen Savings Bank          | 1-888-548-7400                   | <a href="http://www.metuchensavings.bank">www.metuchensavings.bank</a> |



## Frequently Asked Questions

### Q. Who should I contact with questions?

A. Please call or stop into Metuchen Savings Bank if you have any questions regarding your new account, making changes to your automatic payments/deposits, closing your old account or properly filling out necessary forms. One of our representatives will be glad to help you.

### Q. What is direct deposit?

A. Direct deposit is a fast, convenient and reliable way to receive payments into your account. Funds from your payroll check, investment dividends, governmental benefits, etc can all be deposited electronically into your bank account. This easy method also allows small business owners to receive credit card settlements and accounts receivable payments.

### Q. When will my direct deposits begin?

A. A new direct deposit usually takes two to three cycles to take effect. For this reason, the existing account you are switching from should be kept open until you are able to confirm that your new account is receiving your deposits.

### Q. What is an automatic bill payment?

A. Automatic bill payment is a simple and secure method of electronically paying recurring bills that helps you to avoid missing payments and paying late fees. These debit transactions are usually arranged with a company by giving them a voided check and a date to take out payments when due. It is frequently used to pay electric, gas, phone, loan and insurance bills.

### Q. When will automatic bill payments start being paid from my new account?

A. It typically takes two to three billing cycles for automatic payments to begin or to get switched over. For this reason, the account that you intend to close should be left open until you have been able to verify that all necessary changes have been made. It is likely that during this short transition period you will have to maintain two checking accounts open – your new account with Metuchen Savings Bank as well as the one with your former bank.

### Q. How do I confirm that my automatic bill payments have been activated?

A. In order to verify that automatic payments are being made through your new account, you can call 732-

548-7400, log on to [metuchensavings.bank](http://metuchensavings.bank), or check your monthly checking account statement. It is also recommended to verify with the billing company that they have received payment from your new account by checking your monthly billing statement or calling the company's customer service department included on your billing statement.

### Q. What if a request to change an account is not accepted?

A. The authorization forms advise your contacts to notify you or a bank representative if your submitted form is not sufficient to switch or create the direct deposit or automatic bill payment. Your Metuchen Savings Bank representative can help you to try to successfully resolve such issues.

### Q. Is it difficult to switch my business account?

A. No. In fact, it is quite easy. Just stop into Metuchen Savings Bank and open your new business checking account. We will help make sure you maintain access to your funds and the ability to issue checks during the transition. When you open your new account, you can transfer the balances from your previous business checking account, make new deposits into it and begin issuing checks from it. During the initial transition period, you will need to leave sufficient funds in your old account to cover any outstanding checks and automatic withdrawals. You can close your old account once these payments have cleared and all direct deposits and automatic withdrawals have been transferred to your new account.

### Q. How do I begin switching my business account?

A. Simply follow the five easy steps included in this switch kit. This includes completing and submitting all necessary forms to start the process of switching automatic payments and direct deposits and closing your former account. And, of course, feel free to call or stop by Metuchen Savings Bank if you need assistance.

