



**BANK OF
HAZELTON**

Switch Kit

Bank of Hazelton
SWITCHKIT
(For Personal Accounts)

Switch with Ease

How many times have you wanted to switch, but thought it would be a big hassle. We want to help you Switch with Ease. We have put together a personal account switch kit made up of forms to help make your transition to Bank of Hazelton go smoothly. This is one more way we are helping to make your life simpler.

Download our personal account switch kit made up of forms and guides to help make the transition easy.

The Switch Kit will contain the following forms:

- ❖ Request to Change Automatic Payments
- ❖ Request to Change Direct Deposit
- ❖ Account Closing Request Form
- ❖ Online Banking & Bill Payment Worksheet
- ❖ Helpful Tips & Instructions

Please follow the 5 EASY steps outlined below to switch your accounts over to us.

Step 1 OPEN YOUR NEW ACCOUNTS AT THE BANK OF HAZELTON

Open your new Bank of Hazelton checking account ([click here to view different types of accounts](#)) at our branch or fill out an application online.

Step 2 STOP USING YOUR PREVIOUS CHECKING ACCOUNT

Stop writing checks or using your Debit/ATM card on your old account and start using your new account for all your banking needs.

Step 3 ADD OR SWITCH OVER DIRECT DEPOSITS

Switch over any automatic transfers or move any direct deposit to your new account. Use the forms in the switch kit to notify companies and financial institutions handling your automatic deposits.

For any payroll direct deposits, speak with your company's Human Resources or payroll department for the proper form to use. For the company handling your retirement or pension, you can simply fill out the Request to Change Direct

Deposit form in the Switch Kit and forward to the respective company or department.

For Social Security direct deposits, visit www.godirect.org, www.ssa.gov or place a call to the Social Security Administration at 800-772-1213. Be sure to have your new Bank of Hazelton account information with you when you call.

Step 4 **REMEMBER TO CHANGE ANY AUTOMATIC PAYMENTS AND WITHDRAWALS**

For Automatic Withdrawals from your account or your old debit card, use the Request to Change Automatic Withdrawal form in your switch kit.

Some examples of automatic withdrawals could be for:

- ❖ Mortgage payments
- ❖ Homeowners or Auto Insurance
- ❖ Life Insurance

Some examples of automatic charges to your old debit card or account could be for:

- ❖ Utility Bills (gas, water, electric)
- ❖ Telephone or Cell Phone
- ❖ Cable company

For Electronic Payments (Online Bill Pay)

If you use online bill pay service at your previous financial institution, be sure to cancel each payee and add them to your Bank of Hazelton online bill payment service you setup with us. If you have not signed up yet, [sign up here](#) or call us at 701-782-6295 for more details.

Note: If you close your prior online bill pay early, some payments may not be made or processed as initially thought.

Step 5 **CLOSE OLD ACCOUNTS**

After your new accounts have been setup with us, allow time for any outstanding checks to clear in your old account. Destroy your ATM or Debit Cards, any unused checks and deposit slips. This process may take several weeks.

Once you are sure your checking account is inactive, ask your financial institution to close your account and send you the remaining balance in your account. You can call them or use the **ACCOUNT CLOSING REQUEST FORM** from your switch kit packet if you want to handle this process by mail.

When looking for your **routing number or your account number**, look at the bottom of your check for a series of numbers as noted in the image below.

For	_____
:261521095:	“012345678”
Routing Number	Account Number

Within the next 30 days consider:

- Transferring your savings accounts to Bank of Hazelton and review our current Money Market and CD products available
- Consider moving any Home Equity loans or lines of credit to Bank of Hazelton
- Discuss your existing mortgage with your branch

QUESTIONS?

If you need help completing any of the paperwork in our Switch Kit, feel free to contact us at 701-782-6295 or stop by our office at 363 Main Street, Hazelton, ND.

HELPFUL TIPS & INSTRUCTIONS

Automatic Payment Request:

Once you have reviewed all your automatic payments from your previous bank statement, use the Request to Change Automatic Payments forms to notify the companies of your new information. Maintain your account at your previous bank until you have confirmed that the automatic payment has been switched to your new account at Bank of Hazelton.

Remember you can also manage your payments using our **Online Banking Bill Payment Service**.

Account Closing Request:

Before you send the Account Close Request Form, check with your previous bank to make sure no additional forms are necessary. Ask about any penalties before you close any Certificate of Deposit accounts.

Be sure all automatic transfers have been switched to your new account.

Always check your statements to verify that all accounts have a zero balance and have been closed.

Request to Change Automatic Payment

Company Name

Company Address

Company City, State, Zip

RE: Changing My Automatic Payment

I have recently changed banks and would like to have my automatic payment changed to my new account.

Please discontinue debiting my account and begin making automatic withdrawals from my new Bank of Hazelton account.

Thank you for your help and cooperation.

Sincerely,

Authorized Signature

Date

Automatic Payment Information		
Name: _____	Phone: _____	
Address: _____ _____		
Amount Debited (Payment Amount): _____ Date of Payment: _____		
_____ Old Bank Name	_____ Routing Number	_____ Account Number
Bank of Hazelton	<u>091304032</u>	
_____ New Bank Name	_____ Routing Number	_____ Account Number

Account Closing Request

Bank Name

Bank Address

Bank City, State, Zip

RE: Close My Accounts

This letter is to inform you that I am closing my accounts with your bank. Please close the account(s) listed below and send a check for the remaining balance(s) to my address.

Thank you for your help and cooperation.

Sincerely,

Authorized Signature

Date

Account Information

Account #1: _____

Account #2: _____

Account #3: _____

Account #4: _____

Name: _____

Phone: _____

Address: _____

Request to Change Direct Deposit

Company Name

Company Address

Company City, State, Zip

RE: Switching My Direct Deposit to a New Account

I have recently changed banks and would like to update my direct deposit(s). Please discontinue my current deposit(s) and begin making direct deposit(s) into my new Bank of Hazelton account.

Please send me information indicating when this change for direct deposit takes effect.

Thank you for your help and cooperation.

Sincerely,

Authorized Signature

Date

Direct Deposit Change Information

Name: _____

Phone: _____

Social Security Number: _____

Address: _____

Old Bank Name

Routing Number

Account Number

Amount Deposited (\$ or %): _____

Bank of Hazelton

091304032

New Bank Name

Routing Number

Account Number

Amount Deposited (\$ or %): _____

Online Banking & Bill Pay Worksheet

If you were currently using your previous financial institution's bill payment simply print out your existing payee screens to use as a reference when setting up your new online bill payment service or use this worksheet as a guide.

Payee Name: _____

Address: _____

Phone Number: _____

Account Number: _____

Payee Name: _____

Address: _____

Phone Number: _____

Account Number: _____

Payee Name: _____

Address: _____

Phone Number: _____

Account Number: _____

Payee Name: _____

Address: _____

Phone Number: _____

Account Number: _____

Feel free to call our office for assistance at 701-782-6295 or email us at customerservice@bankofhazelton.net.

Thank you.