



## Checking Account Switch Kit Instructions

Changing your checking account to Bank of New Hampshire has never been easier! Thanks to our easy to use forms, it's no longer a hassle to switch over to a better checking account. To make the switch yourself, just input the data required, print out the appropriate forms and follow the instructions. If you prefer, we will be happy to complete these forms for you when you visit one of our office locations.

Just follow the simple steps below to make the switch:

- Open your new Bank of New Hampshire checking account by visiting one of our convenient offices.
- Stop using your existing checking account by not writing checks or using your ATM/debit card. Don't close your account until all of your checks and ATM/debit transactions have cleared. Destroy any unused checks and deposit slips preferably by putting them through a shredder.
- Change any current direct deposits by filling out the Direct Deposit form and give it to your employer, retirement plan provider, etc. If you currently receive direct deposit through the Social Security Administration, they require you call them directly at 1-800-772-1213 to request a direct deposit change. The Social Security Administration will ask you for the Bank of New Hampshire routing and transit number which is 2117 70271.
- Change any automatic payments by filling out the Automatic Payment form and give the form to all creditors automatically withdrawing payments from your existing account. You will need one form for each automatic payment.
- Close your existing checking account by completing the Request to Close Account form and provide it to the financial institution where you currently have your checking account.

If you have any questions about making the switch, please contact our Customer Service Center at 1-800-832-0912. Our goal is to provide you with outstanding customer service. Thank you for choosing Bank of New Hampshire.



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