

Our purpose at Progressive Bank is to help our customers achieve their dreams. These days we all have busy lives, so here at Progressive Bank we are always looking for ways to make banking with us easy and convenient. The **Progressive Bank Switch Kit** is just one more way we are working to make your life simple.

Follow the 5 easy steps in the **Progressive Bank Switch Kit** and put some light into your banking!

## Switching has never been easier!

**Step 1:** Open a Progressive Bank Checking account! See a Customer Service Representative at one of our 7 convenient locations. Our CSRs will help determine what account fits best meets your needs.

To make the process even faster, have the <u>Customer Information Sheet</u> completed when you come in to open your Progressive Bank Checking account.

- **Step 2:** Stop using your previous checking account. Allow time for outstanding checks to clear. Destroy your ATM and/or Debit cards, any unused checks, and deposit slips.
- **Step 3:** Move your Direct Deposit(s) to Progressive Bank.

  Use the <u>Direct Deposit Request</u> to make this process even easier!
- **Step 4:** Transfer any Automatic Payments and Debits to Progressive Bank. Use the *Automatic Payment Request* to assist you in quickly making the switch.
- **Step 5:** Close your previous checking account. Use the <u>Account Closing Request</u> to close your previous checking account.



#### **CUSTOMER INFORMATION SHEET** PRIMARY ACCOUNT HOLDER Name: Street Address: City: State: Zip: Home Phone: ( Work Phone: ( ) -Mobile Phone: ( ) Driver's License #: DL Expiration Date: Employer: Position/Title: **Email Address:** JOINT ACCOUNT HOLDER (IF APPICABLE) Name: Street Address: City: State: Zip: Home Phone: ( Work Phone: ( Mobile Phone: ( Driver's License #: DL Expiration Date: Employer: Position/Title: **Email Address: ACCOUNTS AND SERVICES** Accounts and Services that you currently use or are interested in: ☐ Debit Card\* ☐ Credit Card\* Regular Checking Account ☐ Interest Bearing Checking Account ☐ Internet Banking ☐ Safe Deposit Box ■ Savings Account ☐ Online Bill Pay ☐ Consumer Loan\* ☐ Individual Retirement Account ☐ Mobile Banking ☐ Residential Mortgage Loan\* ☐ Trust Services ☐ Home Equity Loan / Line\* ☐ Certificate of Deposit ☐ Health Savings Account ☐ Investment Services ☐ Other \_\_\_\_\_ e-Statements \*Pending approval

# **Direct Deposit Request Instructions**

### **Direct Deposits**

After you've identified the Direct Deposits from your previous bank statements, use the **Direct Deposit Request** to notify the depositor of your new bank information.

#### **Before sending the Direct Deposit Request**

- 1. Check with your employer or source of income to make sure no other forms are required. For Social Security Direct Deposit, call the Social Security Administration at 1-800-772-1213 or go to <a href="https://www.ssa.gov/deposit/howtosign.htm">www.ssa.gov/deposit/howtosign.htm</a>.
- 2. Use the enclosed form to establish your direct deposit at Progressive Bank by providing it to your employer/source of income.
- 3. Maintain the account at your previous bank until you have confirmed that your Direct Deposit(s) has been switched to your Progressive Bank account.

### **After sending the Direct Deposit Request**

- 1. Confirm with your employer/source of income that forms were received.
- 2. Monitor your account through the Progressive Bank Quick Access telephone service or online at <a href="https://www.progressivebank.com">www.progressivebank.com</a>.

### **Examples of Direct Deposit**

Paycheck from Employer Social Security VA Compensation Retirement/Pension Plan Interest Income Dividends Military Pay

## **Direct Deposit Request**

Company Name		PROGRES	
		BAN	
Address		<b>Switc</b>	n Kit
City, State, Zip			
RE: Switching My Direct	Deposit To A New Account		
ATTN:			
ž e	and would like to update my I ect deposits into my new Progre	-	ontinue my current
	arding this request, please conto our prompt assistance in this n		the phone number
Sincerely,			
Authorized Signature		Date	_
Direct Deposit Inform	ation		
Name	Social S	Social Security Number or Employee Number	
Address	City/S	tate	Zip
Phone: Day Evening (circle one)			
Old Bank Name	Routing Number		
Account Number	Amount Deposited (Enter Depos	it Amount or "Total Denosit"	
		ic amount of Total Deposit )	
Progressive Bank New Bank Name	111102596  Routing Number	Account Number	
	-		
	Amount Deposited (Enter Depos		•

# Automatic Payment Request Instructions

### **Automatic Payments**

After you've identified the Automatic Payments from your previous bank statements, use the **Automatic Payment Request** to notify the merchant of your new bank information.

Don't forget you can also manage your payments with Progressive Bank's Internet Banking and Online Bill Pay. It's *FREE* with Progressive Bank Checking!!!!

### **Before sending the Automatic Payment Request**

- 1. Identify any existing automatic payments.
- 2. Use the enclosed form to request that your automatic payment be established at Progressive Bank.
- 3. Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your Progressive Bank account.

## **Automatic Payment Request**

Company Name		PROGRES BANK	,
Address		Switch	h Kit
City, State, Zip			
RE: Changing My Automa	atic Payment		
ATTN: Accounts Receival	ole/Accounting		
I have recently changed banks new account.	and would like to have t	ny automatic payment with your	company changed to m
Please discontinue debiting m Progressive Bank account.	y old bank account and	begin making automatic withdra	wals from my new
If you have any questions regolisted below. Thank you for y		re contact me by mail or call me as this matter.	the phone number
Sincerely,			
Authorized Signature		Date	_
Automatic Payment I	nformation		
Name		Phone: Day Evening (circle one)	
Address		City/State	Zip
Amount debited (Enter payment amount or	r "amount due")		
Old Bank Name	Routing Number	Account Number	
Payment or Reason	Date of Payment		
Progressive Bank	111102596		
New Bank Name	Routing Number	Account Number	

# Account Closing Request Instructions

### **Before sending the Account Closing Request**

- 1. Check with your previous bank to make sure no additional forms or information are required.
- 2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have Certificate of Deposit (CD's), it is important to check the maturity dates.
- 3. Be sure that all automatic transactions have been switched to your Progressive Bank account before closing your old account.

### **After you've sent the Account Closing Request**

1. Check account statements to verify that all accounts have a zero balance and have been closed.

## **Account Closing Request**

Bank Name		PROGRESSIVE BANK
Address	Sw	vitch Kit
City, State, Zip		
RE: Close My Accounts		
ATTN: Account Maintenance		
This letter is to inform you I am clos below and send a check for the remai	sing my accounts at your bank. Please ning balance(s) to my address.	e close the following account(s) listed
If you have any questions regarding low. Thank you for your prompt ass	this request, please contact me in writi sistance in this matter.	ing or at the phone number listed be-
Sincerely,		
Authorized Signature	Date	
Authorized Signature  Account Information	Date	
	Date	
Account Information	Date	
Account Information  Account # 1	Date	
Account Information  Account # 1  Account # 2	Phone: Day Evening (circle one	e)
Account Information  Account # 1  Account # 2  Account # 3		e) Zip