Make the Change to Progressive Bank ...

Our SWITCH KIT Makes It Easy!

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!

PROGRESSIVE BANK

Helping people achieve their dreams...

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. They will help determine what account(s) fits you best.

To make the process even faster, have the ***Customer Information Sheet*** completed out 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 ***Direct Deposit Request*** 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 ***Account Closing Request*** to close your previous checking account.

Helping people achieve their dreams...

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:	
E-mail 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:	
E-mail Address:		

ACCOUNTS AND SERVICES

Accounts and Services that you currently use or are interested in:

- ❑ Regular Checking Account
- ❑ Interest Bearing Checking Account
- ❑ Savings Account
- ❑ Individual Retirement Account
- ❑ Certificate of Deposit
- ❑ Health Savings Account
- ❑ ATM Card
- ❑ Debit Card*
- ❑ Online Banking
- ❑ Online Bill Pay
- ❑ Trust Services
- ❑ Investment Services
- ❑ Credit Card*
- ❑ Safe Deposit Box
- ❑ Consumer Loan*
- ❑ Mortgage Loan*
- ❑ Home Equity Loan / Line*
- ❑ Other _____

_____

*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 www.ssa.gov/deposit/howtosign.htm.

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 www.progressivebank.com.

Examples of Direct Deposit

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

Direct Deposit Request

Company Name

Address

City, State, Zip

RE: Switching My Direct Deposit To A New Account

ATTN:

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

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature Date

Direct Deposit Information

Name Social Security Number or Employee Number

Address City/State Zip

Phone: Day Evening (circle one)

Old Bank Name Routing Number

Account Number Amount Deposited (Enter Deposit Amount or "Total Deposit")

Progressive Bank 111102596

New Bank Name Routing Number

Account Number Amount Deposited (Enter Deposit Amount or "Total Deposit")

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 Online Banking and Online Bill Pay. It's ***FREE*** with Progressive Bank Checking!!!!

<u>Before</u> 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

Address

City, State, Zip

RE: Changing My Automatic Payment

ATTN: Accounts Receivable/Accounting

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

Please discontinue debiting my old bank account and begin making automatic withdrawals from my new Progressive Bank account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature Date

Automatic Payment Information

Name Phone: Day Evening (circle one)

Address City/State Zip

Amount debited (Enter payment amount or "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

Address

City, State, Zip

RE: Close My Accounts

ATTN: Account Maintenance

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

If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature Date

Account Information

Account # 1

Account # 2

Account # 3

Name Phone: Day Evening (circle one)

Address City/State Zip

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