



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

To make the process even faster, have the **Customer Information Sheet** filled 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.



# 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 APPLICABLE)

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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Regular Checking Account          | <input type="checkbox"/> ATM Card            | <input type="checkbox"/> Credit Card*      |
| <input type="checkbox"/> Interest Bearing Checking Account | <input type="checkbox"/> Debit Card*         | <input type="checkbox"/> Safe Deposit Box  |
| <input type="checkbox"/> Savings Account                   | <input type="checkbox"/> Internet Banking    | <input type="checkbox"/> Consumer Loan*    |
| <input type="checkbox"/> Individual Retirement Account     | <input type="checkbox"/> Online Bill Pay     | <input type="checkbox"/> Mortgage Loan*    |
| <input type="checkbox"/> Certificate of Deposit            | <input type="checkbox"/> Trust Services      | <input type="checkbox"/> Home Equity Loan* |
| <input type="checkbox"/> Health Savings Account            | <input type="checkbox"/> Investment Services | <input type="checkbox"/> 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](http://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](http://www.progressivebank.com).

## Examples of Direct Deposit

Paycheck from Employer  
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

\_\_\_\_\_  
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 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

\_\_\_\_\_  
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