

Switching to an Aroostook Savings & Loan checking account has never been easier with our SWITCH KIT.

Please follow these easy step-by-step instructions and also use our New Account Conversion [Checklist](#) to help guide you through the easy switch process.

1. Open your new Aroostook Savings & Loan Checking Account.

You can open an account by visiting either of our convenient locations in Presque Isle or Caribou. To manage your money and enjoy easy and convenient access to your money, please inquire about our Online Banking, Mobile App Banking, Phone Home Banking, Bill Pay and our ATM/Debit MasterCard® services - or we'd be glad to assist in ordering checks for you. (If you are 55 or older, your first box of checks are free)

2. Switch your Direct Deposits to your New Account.

Once your checking account is opened, you will want to switch any direct deposits to your new account. You will need to inform companies who make direct deposits on your behalf to use your new routing number (211273794) and account number.

You can use the [Payroll/Income Direct Deposit Authorization Form](#) to notify these companies of the change. Print one form for each direct deposit, fill it out and send it to the company making the deposit.

For Federal funds to be direct deposited in your new account, use FS Form 1200 or call the Social Security Administration at 1-800-772-1213.

3. Switch your Automatic and Online Payments to your New Account.

You will want to switch any automatic payments/withdrawals that are being debited from your old account. Notify the companies you are paying and give them your new account and routing number.

You can use the [Automatic Withdrawal/Deposit Switch Form](#) to notify these companies of the change. Print one form for each company making an automatic withdrawal/deposit, fill it out and send to the company making the payment/deposit.

4. Balance and discontinue use of your old checking account.

Let all of your checks clear through your old checking account.

5. Close your old account.

Once all of the outstanding payments and deposits have cleared your old account and you are sure there will be no further activity, please fill out the [Account Closing Form](#). This form will instruct your old bank where to send any remaining balances.

6. Enjoy the ease of checking with your new Aroostook Savings and Loan account!



Helping your friends and neighbors since 1936!

For Social Security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213

Please call us if you have any questions regarding your switch to Aroostook Savings & Loan or bring any paperwork to the branch, and we will help you fill it out.

Thank you for choosing to bank with us!

Member FDIC

New Account Conversion

Checklist

You may check the boxes next to the items you have completed (if any) and then print out and keep this check list handy. As you continue completing items, simply check off the boxes on your printed copy.

- Come in and open a new Aroostook Savings & Loan checking account. To manage your money and enjoy easy and convenient access to your money, please inquire about our Online Banking, Mobile App Banking, Phone Home Banking, Bill Pay and our ATM/Debit MasterCard® service - or we'd be glad to assist in ordering checks for you.
- For federal and social security funds to be deposited in your new account, use FS Form 1200 or call the Social Security Administration at 1-800-772-1213.
- Set up or redirect your Direct Deposit with your employer to your new checking account. (Use the [Payroll/Income Direct Deposit Authorization Form](#))
- Go online and/or send written notice to your vendors who automatically take your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) to inform them you are closing the account and to begin using your new Aroostook Savings & Loan account and routing number to continue to generate automatic withdrawals. (Use [Automatic Withdrawal/Deposit Switch Form](#))
- Be sure to leave sufficient funds in your old account long enough for outstanding checks and automatic withdrawals to clear. Once all outstanding transactions have posted, then you can close the old account.
- Send written notice to the financial institution that you are closing the account. (Use [Account Closing Form](#))



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Automatic Withdrawal/Deposit Switch Form

Complete and sign one copy of this form for each automatic withdrawal or automatic depositor (other than payroll or Federal funds) and mail to the institution that withdraws or deposits to your old account.

This form will notify merchants to redirect automatic payments (i.e., utility companies, insurance company bills or automatic deposit transactions) to Aroostook Savings & Loan. To ensure accuracy, please attach a voided check from your new Aroostook Savings & Loan account to each Automatic Withdrawal/Deposit Switch Form that you use (see below).

To:

Merchant/Company Name _____

Merchant/Company Address _____

City _____ State _____ Zip _____

From:

Name _____

Address _____

City _____ State _____ Zip _____

Account Number _____

Please redirect my:

Automatic Withdrawal Automatic Deposit

To my Aroostook Savings & Loan account effective:

Immediately or Beginning _____ / _____ / _____

Account Number _____ 2112-7379-4
Routing Number

Signature: _____

Daytime Phone Number: _____

**You should use a separate form for each Automatic Deposit or Withdrawal. Please make additional copies as needed. We recommend keeping sufficient funds to cover scheduled automatic withdrawals in your old account until the transfers draw from your new account.*



Helping your friends and neighbors since 1936!

IMPORTANT:
Staple a **VOIDED** check from your Aroostook Savings & Loan account to this sheet.

Please call us if you have any questions regarding your switch to Aroostook Savings & Loan or bring any paperwork to the branch, and we will help you fill it out.

Thank you for choosing to bank with us!

Member FDIC

Account Closing Form

Complete this form and return it to your previous bank.

To Whom It May Concern:

Please close my account described below.

Account Holder Name

Joint Account Holder Name

Account Number

Account Type

Check Only One Box:

- No Disbursement of funds is necessary.
- Disbursement of funds is necessary. Prepare a cashier's check for the balance of my account payable to:
- The account balance is zero.
 - I have deposited a check for the balance in my new bank.
 - Name on account, and mail to:

Name

Address

City

State

Zip

- Aroostook Savings & Loan for the benefit of:

Aroostook Savings & Loan Account Holder's Name

Please prepare a cashier's check for the balance of my account, with the account number listed above and mail to:

- Aroostook Savings & Loan
43 High St., PO Box 808
Caribou, Maine 04736
- Aroostook Savings & Loan
364 Main St., PO Box 1092
Presque Isle, Maine 04769

Thank you for your prompt attention to this matter.
Sincerely,

Customer Signature

Date

Joint Account Holder Signature

Date



Sign-Up Form for Direct Deposit of Federal Benefit Payments

You may also sign up online today at www.GoDirect.gov or call **Go Direct**® toll free at 1 (800) 333-1795

(for Social Security, Railroad Retirement Board, Civil (non-military) Retirement Payments or VA **only**).

FS Form 1200 (June 2018)

OMB No. 1530-0006

DIRECTIONS

Please read the information on page 2 before completing this form. **You must complete boxes A, B, C, D, E and F.**

Only complete this form to sign up for direct deposit if you are an individual, or a representative payee of an individual, who receives checks for the following types of federal benefits: **Social Security, Supplemental Security Income, Railroad Retirement, Civil (non-military) Retirement, or VA (compensation or pension only).** If you currently receive your payment by direct deposit you may not use this form. Please refer to page 2 for further instructions.

A. FEDERAL BENEFIT RECIPIENT INFORMATION

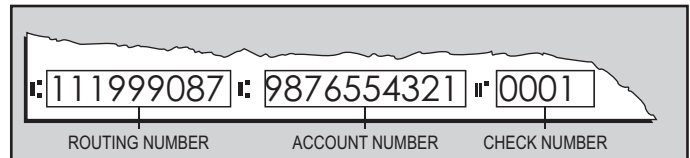
(print name[s] and address exactly as they appear on your benefit check)

NAME OF PERSON ENTITLED TO GOVERNMENT BENEFITS (BENEFICIARY)		
REPRESENTATIVE PAYEE? Yes <input type="checkbox"/> (if yes, enter name at right) No <input type="checkbox"/>	NAME OF REPRESENTATIVE PAYEE	
ADDRESS (street, route, P.O. box, apartment number)		
CITY (or APO/FPO)	STATE	ZIP CODE
DAYTIME TELEPHONE NUMBER () - -		
SOCIAL SECURITY NUMBER OF PERSON ENTITLED TO GOVERNMENT BENEFITS (BENEFICIARY) - -		

B. BANK OR CREDIT UNION INFORMATION

DEPOSITOR ACCOUNT TITLE (name[s] on account)	
ACCOUNT TYPE Checking <input type="checkbox"/> Savings <input type="checkbox"/>	** 9-DIGIT ROUTING NUMBER (see sample check below)
** ACCOUNT NUMBER (see sample check below; do not include check number)	

** You may also attach a voided personal check. If you are depositing into a savings account, you may need to contact your financial institution to obtain the routing and account numbers.



SAMPLE CHECK (bottom left corner) →

C. TYPE OF PAYMENT (check only one) You must complete a separate form for each type of federal payment.

<input type="checkbox"/> SOCIAL SECURITY	<input type="checkbox"/> SUPPLEMENTAL SECURITY INCOME	<input type="checkbox"/> VA (COMP/PENSION ONLY)	<input type="checkbox"/> RAILROAD RETIREMENT (specify below) Annuity <input type="checkbox"/> Unemployment benefit <input type="checkbox"/> survivor benefit	<input type="checkbox"/> CIVIL (NON-MILITARY) RETIREMENT (specify below) Retirement annuity <input type="checkbox"/> Survivor annuity <input type="checkbox"/>
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For military, federal salary, veterans benefits or other federal payments not available through Go Direct, please contact the paying agency (see page 2 for a partial list of paying agencies).

D. IDENTIFICATION

CLAIM NUMBER	OR	In order to process your request, either the claim number (found on documents from your paying agency) or the check number from your last payment (found in the upper right-hand corner of your Treasury check) must be entered at left.
CHECK NUMBER (YOUR MOST RECENT PAYMENT)		

E. PAYMENT VERIFICATION

You must **also** enter the amount of your last benefit payment.

AMOUNT OF YOUR MOST RECENT PAYMENT
\$.

F. CERTIFICATION

I certify that I am entitled to receive the payment identified above, and that I have read and understand the back of this form. In signing this form, I authorize this payment to be sent to the financial institution named in Part B above, to be deposited into the account above.

SIGNATURE	DATE
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FOR JOINT ACCOUNT HOLDERS

I certify that I have read the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS on the back of this form.

SIGNATURE DATE

Be sure to complete all sections of this form. Otherwise, the form cannot be processed. Return the completed form to:

Go Direct Processing Center
U.S. Department of the Treasury
P.O. Box 650527
Dallas, TX 75265-0527

This form is **only** to be used for switching from check payments to direct deposit of certain federal benefits listed in Box C. Use of this form for any other purposes will result in the form being rejected.

Contact your paying agency to:

- Update your name or address
- Change your account information if you already receive your payment by direct deposit, or
- Sign up for direct deposit for military, federal salary, veterans benefits, or other federal payments not processed by Go Direct