

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

Please follow these steps and also use the enclosed 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 Home Banking, Web Bill Pay, Phone Home Banking, and our ATM/ Visa Check Card services - or we'd be glad to assist in ordering checks for you. (If you are 55 and older, your first check order is 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 account and routing number (211273794).

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.
- 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. We would be glad to assist in ordering checks for you. (If you are 55 and older, your first check order is free)
- 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 Home Banking, Web Bill Pay, Phone Home Banking, and our ATM/VISA® Check Card services - or we'd be glad to assist in ordering checks for you.
- For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213 or by completing standard form 1199A Direct Deposit Sign-Up form and returning it to Aroostook Savings & Loan.
- 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.
- 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) 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.

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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 Street, PO Box 808
Caribou, Maine 04736

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

Customer Signature

Date

Joint Account Holder Signature

Date