



## SWITCH KIT INSTRUCTIONS

### Make the Switch to Susquehanna Community Bank As Easy As Possible!

Interested in switching your accounts to Susquehanna Community Bank, but not sure how to get started? That's why we've developed the Susquehanna Switch Kit, a step-by-step checklist to help make your transition quick and easy.

If we can be of any assistance throughout the transition, please call us at (570) 568-6851. Thank you for choosing Susquehanna Community Bank. We value and appreciate your business!

**Helping our family, friends, and neighbors succeed!**

**Step 1: Stop using your old account, start banking with Susquehanna!**

**Step 2: Switch your direct deposit.**

- Complete the attached Direct Deposit Form.
- Take the form to your employer's payroll department.

**Step 3: Redirect your automatic payments.**

- Complete the attached Automatic Payment Change Form for each automatic payment you have set up (such as your monthly car loan or mortgage payments).

**Step 4: Close your old bank account.**

- Ensure that all checks and transactions have cleared before you close the account.
- Print out and complete the Account Closing Form (PDF).
- Once you close your account at the other institution, remember to shred or destroy any old checks and cards for security purposes.



## DIRECT DEPOSIT

### DIRECT DEPOSIT APPLICATION

#### PAYROLL CHECKS

1. Take this completed application form to your employer's payroll department.
2. Include a voided check so your employer can confirm your account and routing/transit numbers.
3. And that's it! Your employer does the rest!

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Please have my payroll check automatically deposited into the following account:**    *Checking*     *or*    *Savings*

\_\_\_\_\_  
Account Number

**031315544**

\_\_\_\_\_  
Bank's Routing Number

I authorize \_\_\_\_\_

***Name of Business***

*and Susquehanna Community Bank to automatically deposit my payroll check into my account listed above. (This includes authorization to correct any entries made in error.) This authorization will remain in effect until I give written notice to cancel it.*

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

**ATTACH VOIDED CHECK**

### *WHY SELECT DIRECT DEPOSIT?*

**It's convenient and it saves time.**

- Your check is automatically deposited into your account.
- It eliminates a trip to the bank.
- Your money is available in your account on payday.

**It's safe and secure.**

- No more lost or misplaced checks.
- Confirm your deposit in three ways:
  - Online Banking
  - Mobile Banking
  - Text Alerts

Susquehanna Community Bank  
940 High Street  
West Milton, PA 17886  
(570) 568-6851  
scb.bank



## AUTOMATIC PAYMENT CHANGE FORM

1. Fill out one Automatic Payment Change Form for each automatic payment your currently have scheduled.
2. Send the completed form to each company with whom you currently have an automatic payment scheduled.
3. Include a voided check so the company can confirm your new account and routing numbers.

TO WHOM IT MAY CONCERN:

**Customer Account Number:** \_\_\_\_\_

Please redirect my automatic payment for the above account number to my new bank account as instructed below.

**031315544**

\_\_\_\_\_  
*New Bank Account Number    New Bank Routing Number    Effective Date*

**Checking**  **Savings**

If you have any questions about this request, please contact me at: \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Co-Signer Name (if applicable)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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TO WHOM IT MAY CONCERN:

**Customer Account Number:** \_\_\_\_\_

Please redirect my automatic payment for the above account number to my new bank account as instructed below.

**031315544**

\_\_\_\_\_  
*New Bank Account Number    New Bank Routing Number    Effective Date*

**Checking**  **Savings**

If you have any questions about this request, please contact me at: \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Co-Signer Name (if applicable)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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# ACCOUNT CLOSING FORM

TO WHOM IT MAY CONCERN,  
PLEASE CLOSE THE FOLLOWING BANK ACCOUNT(S):

\_\_\_\_\_ Account Number *Checking*  *Savings*

Name on Account

\_\_\_\_\_ Account Number *Checking*  *Savings*

Name on Account

**All remaining balances should be sent to me at the following address:**

\_\_\_\_\_  
Address

\_\_\_\_\_                          \_\_\_\_\_                          \_\_\_\_\_  
City    State    Zip

If you have any questions regarding this request, please contact me at: \_\_\_\_\_

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## SWITCHING MADE EASY WITH *THE CHECKLIST*

Use this form to gather all of your automatic payment and deposit information in one place.

<b>AUTOMATIC PAYMENT CHECKLIST</b>				
PAYMENT	COMPANY	ACCOUNT #	AMOUNT	PAYMENT DATE
<b>Mortgage/Rent</b>				
<b>Auto Loans</b>				
<b>Insurance</b>				
<b>Credit Cards</b>				
<b>Gas/Oil</b>				
<b>Electric</b>				
<b>Cable/TV</b>				
<b>Cell Phone</b>				
<b>Water</b>				
<b>Trash Removal</b>				
<b>Internet</b>				
<b>Gym</b>				
<b>Investments</b>				
<b>IRA/Retirement</b>				
<b>Charities</b>				
<b>Daycare</b>				
<b>Tuition/School</b>				
<b>Other</b>				

<b>DIRECT DEPOSIT CHECKLIST</b>				
PAYMENT	COMPANY	ACCOUNT #	AMOUNT	PAYMENT DATE
<b>Employee Payroll</b>				
<b>Pension/Retirement</b>				
<b>Social Security</b>				
<b>Investment Incomes</b>				
<b>Other</b>				

*See the following page for helpful information.*

## HELPFUL INFORMATION

GOVERNMENT ORGANIZATIONS	
Social Security Administration	(800) 772-1213
Office of Personnel Management	(888) 767-6738
Railroad Retirement Board	(800) 808-0772
Department of Veterans Affairs	(877) 838-2778
TV/PHONE/INTERNET PROVIDERS	
AT&T	(800) 331-0500
Verizon Wireless	(800) 837-4966
Windstream	(855) 575-7625
Service Electric Cablevision	(800) 522-2389
DIRECTV	(800) 490-4388
Dish Network	(888) 610-2814
Comcast	(855) 616-9200
T-Mobile	(877) 296-1018
UTILITIES	
Citizens' Electric	(570) 524-2231
PPL	(800) 342-5775
UGI	(800) 276-2722
PA American Water	(800) 565-7292
Williamsport Municipal Water Authority	(570) 323-6148
SEWER/TRASH	
Fishers Disposal	(570) 524-7019
Hometown Disposal	(866) 948-7274
Lewisburg Joint Sewer Authority	(570) 524-4762
Milton Regional Sewer Authority	(570) 742-3424
Northumberland Borough Sewer	(570) 473-1992
Waste Management	(888) 905-8898
Bower Disposal	(570) 323-8534