



SUGAR RIVER BANK ACCOUNT SWITCH KIT

Are you ready to bank with your Community Bank? Sugar River Bank will help you make a smooth transition to your home town bank with ease.

Did you know we have:

- Free Checking
- Deposit Plus Checking
- Golden Club Checking
- Premium Checking
- Money Markets
- Statement Savings
- IRA's
- CD's
- Instant Issue Debit Cards
- Mobile Banking
- P2P – Person to Person Transfers
- Remote Deposit Anywhere
- Bill Pay
- Online Banking
- Express Banking
- Easy Statements

Once your account is established we offer Direct Deposit, Automatic Funds Transfers (AFT's), Wire Transfers, Bounce Protection, Overdraft Protection and so much more!

How easy is it to switch? Follow these easy steps or even better, sit with one of our Customer Service Representatives and let them walk you through the switch.

1. Come into Sugar River Bank and sit with one of our CSR's to open your new checking account. We're sure to have an account that will fit your banking needs. Or you can begin the process on our website, Sugarriverbank.com, click apply and then Checking and you're on your way.
2. Stop using your old checking account so your transactions have time to clear. This usually takes about two weeks.

- 3. Set up your direct deposit, you may use Form 1 to give to your employer, or the Social Security Administration (you may also call 1-800-333-1795 or visit GoDirect.org to set up direct deposit for your Social Security payments). Better yet let our CSR do all the work for you when you open your new account. When you use Form 1 for your employer remember to include a voided check from your new account along with Sugar River Banks routing number: 211770145.**
- 4. Change your automatic payments. You can use Form 2 to change any payments that are automatically made from your old account or simply call the company. Also remember to change any payments that use your debit card number and change your online bill pay accounts also.**
- 5. Close your old account. At this point all your transactions have cleared and you have stopped any automatic payments or deposits. You can use Form 3 for this process.**

If you have any concerns please contact us:

- Call Sugar River Bank at 603-863-3000 or 1-800-562-3145 or come to any of our Branches.**
- Branch locations: Newport, Grantham, Sunapee, New London, Warner and Concord.**



Please change the account for my direct deposit.

Date **Company Making Direct Deposit**

Company Address **City/State/Zip**

TO WHOM IT MAY CONCERN:

You are currently depositing my paycheck or a portion of my paycheck or a type of payment into the following account:

Previous Bank **Routing Number of previous bank**

Previous account number

Please begin making these automatic deposits and or payments into my new Sugar River Bank account.

211770145

Sugar River Bank Routing Number **My new account number**

If you have any questions please call me. Thank you.

Name (please print) **Signature**

Address

Telephone **Cell Phone**

Please include a personal voided Sugar River check with this request.

Member FDIC



Please change accounts for my automatic payments.

Date **Company making withdrawal**

Company address

TO WHOM IT MAY CONCERN:

I have recently changed to Sugar River Bank. You are currently withdrawing \$_____ each month from the following account(s):

Previous Bank **Previous Bank address**

Previous account number

Payment **Date of payment**

Please stop making withdrawals from this account on _____
Date

And start making them from my Sugar River Bank account

211770145

Sugar River Routing number **My Sugar River account number**

If you have any questions please call me. Thank you

Name (please print) **Signature**

Address

Telephone **Cell phone**

Member FDIC



Please close my account.

Date

Bank Name

Bank Address

TO WHOM IT MAY CONCERN:

Please close the following accounts:

Account numbers

Send check(s) for the balance to the address below:

Name (please print)

Signature

Address

Telephone number

Cell phone

Member FDIC