



**Kennebec
Savings Bank**

Switch Kit



Switching to Kennebec Savings Bank has never been easier. Follow these simple **4-step** instructions, and you'll be banking where you and your community come first in no time at all!

- Step 1.** Open a Kennebec Savings Bank checking account.
- Step 2.** Change your direct deposits.
- Step 3.** Change your automatic payments.
- Step 4.** Close your old account(s).

There is no need to do the work of switching on your own. Visit one of our branches and ask to speak to one of our Customer Service Representatives. We will not only guide you through the process of opening a new account – we would be happy to assist you with the rest of the switch as well, including calling direct depositors with you, mailing forms, and more.

Augusta <i>Debbie, Shellie, Ursula</i> 150 State Street Augusta, ME 04330 (207) 622-5801	Farmingdale <i>Stephanie</i> 1 Northern Avenue Farmingdale, ME 04344 (207) 588-5801	Freeport <i>Cathy</i> 181 Lower Main Street Freeport, ME 04032 (207) 865-1550	Waterville <i>Christina & Sherry</i> 226 Main Street Waterville, ME (207) 872-5563	Winthrop <i>Lisa & Ashlee</i> 84 Main Street Winthrop, ME 04364 (207) 377-5801	Washington St <i>Jarrod</i> 11 Washington St Waterville, ME 04901 (207) 873-3539
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What you will need to have or need to know
Driver's license or other government-issued ID
Proof of your current address (*if not on ID*)
Your funding deposit
Your Social Security number

What may be nice to have on hand
A recent checking account statement
A list of written outstanding checks
A list of authorized account withdrawals
Your employer's direct deposit change form

Step 1. Open a Kennebec Savings Bank checking account (and set up your new Kennebec Savings Bank services).

Open your account online at [Open.KennebecSavings.Bank](#) or in a branch with us. While we open your account, be sure to request your accompanying Kennebec Savings Bank debit card or inquire about a credit card. Sign up for [Online Banking](#) and get a walkthrough of Mobile Banking, Bill Pay, and eStatements. Check to see if any safe deposit boxes are available. See what we are currently offering for CD rates – or our mortgage rates, if homeownership or refinancing is in your near future!

Step 2. Change your direct deposits.

If you don't have an official direct deposit change form handy, try our notice below!* Complete and submit this notice to anyone who makes direct deposits to your account. This may include, but is not limited to:

- Your employer
- Social Security or other gov't agency
- Maine Child Support
- Your investment manager

Step 3. Change your automatic payments.

Use our template below to submit automatic payment change notices.* Complete and submit this to any organization that collects automatic payments or authorized withdrawals from your account. This may include, but is not limited to:

Housing: mortgage payments or rent, utilities (electric, gas, water), association fees

Loans: credit cards, auto loans, student loans

Services: internet, phone, cable/satellite TV

Subscriptions: Netflix, Amazon Prime, gym, club, or other membership dues

Miscellaneous: insurance, brokerage accounts, or charitable contributions

Step 4. Close your old accounts.

Once any outstanding checks and other items have cleared, and direct deposits and automatic payments are set up to go through your new Kennebec Savings Bank account, write a check from your old account for the remaining balance and contact your old financial institution to close your account. Or, submit a notice of account closure to them as provided below.*

**Note: You may be required by these recipients to submit additional forms. In other instances, we may be aware of processes that can help simplify the switch even more than we have outlined here. We are happy to help as we can. Don't be afraid to ask!*

Direct Deposit Change Notice

Name

Social Security Number

Employer

Address

Daytime Phone Number

Please accept this as authorization to switch my direct deposit to the following account, effective immediately.

Kennebec Savings Bank

Bank Name

Account Number

211274421

Routing Number

Signature

Date

Automatic Payment Change Notice

Name

Social Security Number

Daytime Phone Number

Please accept this as authorization to debit future payments from the following account, effective immediately.

Kennebec Savings Bank

Bank Name

Account Number

211274421

Routing Number

Signature

Date

Account Closure Notice

Name

Social Security Number

Daytime Phone Number

Please accept this as authorization to close the following account(s), and send a check payable to me for the remaining balances to: Kennebec Savings Bank, PO Box 50, Augusta, ME 04332.

Account # _____

Account # _____

Account # _____

Account # _____

Please insert my new account number in the memo line: # _____.

Signature

Date