



Thank you for choosing The Nashua Bank. Attached you will find everything you need to switch your checking account from your current financial institution to The Nashua Bank. Print out as many additional copies of these forms as you need or pick up a Switch Kit at our Main Street location in the heart of Nashua.

After completing the six easy steps outlined below, your switch will be complete!

**Step 1:** Open your checking account with The Nashua Bank.

**Step 2:** Stop using the account at the bank you are switching from. Please utilize the Account Balance Worksheet to help you determine an accurate balance in the account. It is recommended that you leave that account open until all direct deposits and automatic payments have successfully switched to The Nashua Bank. We can help you with this!

**Step 3:** Complete the Automatic Payment Checklist. Use your most recent statement to quickly identify all your direct deposits into your account and all the merchants who currently have access to your account.

**Step 4:** Change all of your Direct Deposits to your account at The Nashua Bank. This can be done by using the enclosed Direct Deposit Change Notification letter.

**Step 5:** Change all of your automatic payments to your account at The Nashua Bank. This can be done by using the Automatic Payment Change Authorization letter.

**Step 6:** Close your former account using the Account Closing Authorization letter.

It is easy and we can help you make the switch. Thank you again for choosing The Nashua Bank. If we can be of any assistance, please don't hesitate to call us at (603)882-2700.

Welcome to the Family!

## Account Balance Worksheet

This worksheet will help you determine any outstanding checks, future withdrawals and deposits, so you'll have enough funds to cover these before you close your account. Start by balancing your existing account using the current checking account balance on your most recent bank statement. You will need to be as accurate as possible when completing this form.

*Note* : All pending transactions must be cleared before this account is closed.

1. Your current balance on your most recent checking statement.

\$ \_\_\_\_\_  
Current Statement Balance

2. Enter any incoming deposits not appearing on your statement.

| Date | Amount | Date | Amount |
|------|--------|------|--------|
|      |        |      |        |
|      |        |      |        |
|      |        |      |        |
|      |        |      |        |
|      |        |      |        |

+ \$ \_\_\_\_\_  
Total from Step 2

3. Subtotal by adding steps 1 and 2.

\$ \_\_\_\_\_  
Total from Steps 1 & 2

4. Enter any outstanding checks, transfers or withdrawals not appearing on your statement. Include debit card purchases, ATM withdrawals, automated payments and fees.

| Date | Check# | Amount | Date | Check# | Amount |
|------|--------|--------|------|--------|--------|
|      |        |        |      |        |        |
|      |        |        |      |        |        |
|      |        |        |      |        |        |
|      |        |        |      |        |        |
|      |        |        |      |        |        |

- \$ \_\_\_\_\_  
Total Step 4

5. Subtract Step 4 from Step 3. This should match your checkbook register balance.

= \$ \_\_\_\_\_  
Checking Account Balance

## Account Closing Authorization

Date: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**To Whom It May Concern,**

I hereby authorize the closure of the following accounts and request that the balance be sent to the address below. All transactions in the account(s) have been cleared, and all automatic payments have been stopped.

|  |  |
|--|--|
| <p><b>Checking / Savings / Money Market</b><br/>(circle one)</p> <p># _____<br/>Account Number</p> | <p>I hereby authorize the closure of this account. All transactions in this account have been cleared, and all automatic payments have been stopped.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Joint Owner Signature</p> |
|--|--|

|  |  |
|--|--|
| <p><b>Checking / Savings / Money Market</b><br/>(circle one)</p> <p># _____<br/>Account Number</p> | <p>I hereby authorize the closure of this account. All transactions in this account have been cleared, and all automatic payments have been stopped.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Joint Owner Signature</p> |
|--|--|

Please contact me at the following phone number if you have any questions:

Phone: \_\_\_\_\_ DAY / EVENING (circle one)

Sincerely,

Signature: \_\_\_\_\_  
 Name (Please Print): \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Employee ID # or SSN: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_



## Direct Deposit Change Notification

---

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_  
Re: Account Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### To Whom It May Concern,

I have recently switched banks to The Nashua Bank and I hereby authorize the redirect of my direct deposits from my old bank account to my new account effective \_\_\_\_/\_\_\_\_/\_\_\_\_.

### Old Bank Account Information

Old Bank Name: \_\_\_\_\_  
Old Account Number: \_\_\_\_\_  
Old Routing/ABA Number: \_\_\_\_\_

### The Nashua Bank Account Information

New Bank Name: The Nashua Bank  
Type of Account: Checking Account / Savings Account (circle one)  
New Account Number: \_\_\_\_\_  
New Routing/ABA Number: 011402066

Please contact me at the following phone number if you have any questions:

Phone: \_\_\_\_\_ DAY / EVENING (circle one)

Sincerely,

Signature: \_\_\_\_\_  
Name (Please Print): \_\_\_\_\_  
Date: \_\_\_\_\_  
Employee ID # or SSN: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please staple a voided check with this completed form and mail to your company's payroll processing department.*



## Automatic Payment Checklist

---

Now that you've made the switch to The Nashua Bank, you'll want to make sure all of your previous direct deposits and automatic payments are redirected to your new account. Use the following checklist and your most recent statement from your previous account to quickly identify all the merchants who currently have access to your account.

### Direct Deposits to Switch

- Your Employer
- Government Deposit (i.e., Social Security)
- Brokerage Deposits (i.e., dividends, interest)
- Transfers from other bank accounts (i.e., savings, checking, money market)
- Child support or other court-issued deposits
- Other

### Automatic Payments to Switch

#### Utilities

- Gas
- Electric
- Phone Service
- Water
- Cable / Satellite Television
- Other
- Other
- Other

#### Account Number

---



---



---



---



---



---



---



---

#### Other Payments

- Loans (i.e., car, home equity, credit card)
- Mortgages
- Child support or court issued payments
- Brokerage - automatic payments
- Account transfers to other bank accounts
- Insurance
- Internet Service
- Cellular Phone Service
- Other (i.e., gym membership, monthly subscriptions, etc.)
- Other
- Other

#### Account Number

---



---



---



---



---



---



---



---



## Automatic Payment Change Authorization

---

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_  
Re: Account Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### To Whom It May Concern,

I have recently switched banks to The Nashua Bank and I hereby authorize the redirect of my automatic payments from my old bank account to my new account effective \_\_\_\_/\_\_\_\_/\_\_\_\_.

### Old Bank Account Information

Old Bank Name: \_\_\_\_\_  
Old Account Number: \_\_\_\_\_  
Old Routing/ABA Number: \_\_\_\_\_

### The Nashua Bank Account Information

New Bank Name: The Nashua Bank  
Type of Account: Checking Account / Savings Account (circle one)  
New Account Number: \_\_\_\_\_  
New Routing/ABA Number: 011402066

Please contact me at the following phone number if you have any questions:

Phone: \_\_\_\_\_ DAY / EVENING (circle one)

Sincerely,

Signature: \_\_\_\_\_  
Name (Please Print): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

*Please staple a voided check with this completed form and mail to your company's payroll processing department.*



Member  
**FDIC**