



Switch Kit



Switching banks doesn't have to be a hassle. Somerville Bank wants to help make the process as easy as we can for you.

Switch Checklist:



Open Your Somerville Bank Account

What to bring with you to open your account :

- State Issued ID
- Social Security Number
- Date of Birth
- Minimum Deposit to Open Account
- Business EIN
- Business Articles of Organization



Fill Out Payment Forms

Somerville Bank has provided the forms you'll need to move any automatic withdrawals or direct deposits to your new Somerville Bank account. All you will need to do is fill in the blanks and sign.



Check Your Old Account

Track outstanding checks, automatic payments, and deposits with the tracking sheet provided to make sure everything has cleared your old account before closing.



Close Your Old Account

Close your old account by notifying your previous bank with the enclosed form. Make sure to destroy all unused checks, deposit slips, ATM, and debit cards from your prior account.

Authorization for Direct Deposit

To: _____
(Employer)

Please Switch My Direct Deposit To:
Somerville Bank

Beginning On: _____
(Date)

New Account#: _____
(Attach voided check)

Somerville Bank Routing #: 042211572

Switching From: _____
(Name of Previous Financial Institution)

Old Account #: _____

Old Bank Routing #: _____

Account Holder: _____

Address: _____

City, State, Zip: _____

Phone: _____

Signature: _____

Printed Name: _____

Authorization for Automatic Withdrawals

Service Provider: _____

My Account # With Your Organization: _____

Please Switch My Automatic Withdrawals To:
Somerville Bank

Beginning On: _____
(Date)

Type of Account: _____
(Checking or Savings)

Somerville Account#: _____
(Attach Voided Check)

Somerville Bank Routing#: 042211572

Switching From: _____
(Name of Previous Financial Institution)

Old Account#: _____

Old Bank Routing #: _____

Account Holder: _____

Address: _____

City, State, Zip: _____

Phone: _____

Signature: _____

Printed Name: _____



Account Closing Request

Date: _____

To: _____
(Financial Institution Name)

Address: _____

City, State, Zip: _____

From: _____
(Names on Account)

Last 4 Digits of Social Security#: _____

| | | |
|------------|--------------|--|
| Account #1 | Account Type | |
| | Account | |
| Account #2 | Account Type | |
| | Account | |
| Account #3 | Account Type | |
| | Account | |

Address: _____

City, State, Zip: _____

Phone: _____

Signature: _____

Printed Name: _____

Joint Account Holder Signature: _____

Printed Name: _____

Track Your Switch

Use this form to keep track of all the information you need to move your direct deposits, payments, and close your old accounts.

Direct Deposit

| | | | |
|------------|---------------------------|--|--------|
| Account #1 | Company (Name/Address) | | |
| | Date Letter Sent | | Status |
| Account #2 | Company (Name/Address) | | |
| | Date Letter Sent | | Status |
| Account #3 | Company (Name/Address) | | |
| | Date Letter Sent | | Status |

Automated Payments

| | | | |
|------------|---------------------------|--|--------|
| Account #1 | Company (Name/Address) | | |
| | Date Letter Sent | | Status |
| Account #2 | Company (Name/Address) | | |
| | Date Letter Sent | | Status |
| Account #3 | Company (Name/Address) | | |
| | Date Letter Sent | | Status |

Track Your Switch

Outstanding Checks

| | | |
|--------------|------------------------------|--|
| One | Outstanding Check Payable To | |
| | Outstanding Check # | |
| | Outstanding Check Amount | |
| | Date Cleared | |
| Two | Outstanding Check Payable To | |
| | Outstanding Check # | |
| | Outstanding Check Amount | |
| | Date Cleared | |
| Three | Outstanding Check Payable To | |
| | Outstanding Check # | |
| | Outstanding Check Amount | |
| | Date Cleared | |
| Four | Outstanding Check Payable To | |
| | Outstanding Check # | |
| | Outstanding Check Amount | |
| | Date Cleared | |
| Five | Outstanding Check Payable To | |
| | Outstanding Check # | |
| | Outstanding Check Amount | |
| | Date Cleared | |

(Make sure all your outstanding checks have cleared)