

# SWITCH KIT

## We Make Switching Hassle Free!

Do you wish you could  
change to a bank with  
outstanding products  
and exceptional service?

With this Switch Kit,  
we've gathered all the forms  
and information you'll need  
to seamlessly transfer your account  
to Maspeth Federal Savings.

It's as easy as 1 - 2 - 3!



# SWITCH KIT

## Questions & Answers

Q. What is the first step to change banks?

A. Stop in to any of our branch offices and open an account.

Q. What is the best way to close my account at the old bank?

A. Fill out the "Close Account Request" and mail or drop off at your old bank.

Q. What do I do with the checks I already have?

A. Bring them into the bank. We'll recycle them securely.

Q. Do I have to purchase more checks with the new account?

A. Of course not. We provide free checks! (Plain Blue with Name Only)

Q. Will it be difficult to change my direct deposit or automatic withdrawals?

A. Absolutely not. Using the forms from this switch kit will make it hassle free!

Q. What should I tell my old bank?

A. Tell them choosing the right bank is an important decision and we made you an offer you couldn't refuse.



# SWITCH KIT

## Checklist

Maspeth Federal Savings Information:

Account #: \_\_\_\_\_

Routing # 221472792

Address: 56-18 69th Street, Maspeth NY 11378

Website: [www.maspethfederal.com](http://www.maspethfederal.com)

Phone #: (718) 335-1300

Former Bank Information (for quick reference)

Name: \_\_\_\_\_

Account #: \_\_\_\_\_

ABA/Routing # \_\_\_\_\_

List your automatic/direct deposits

Date	Company Name	Account Number	Deposit Amount
			\$
			\$
			\$

List your automatic withdrawals

Date	Company Name	Account Number	Deposit Amount
			\$
			\$
			\$



# SWITCH KIT

## Account Balance Worksheet

Balance your old account with the worksheet below to determine the balance needed to cover outstanding checks, debit card purchases and any other transaction.

Your current balance on your current checking statement: \$

List deposit that do not appear on your statement:

Date: \$

Date: \$

Date: \$

Add you current balance and recent deposits together: ① \$

List outstanding checks, transfers or withdrawals that do not appear on your statement

(Include any debit card purchases, ATM withdrawals and automatic debits)

Date: \$

Date: \$

Date: \$

Add up these outstanding items: ② \$

Subtract amount ② from amount ①: ① \$

② -\$

This is the amount you can deposit

in your new Maspeth Federal Account:

Now that you know your account balance, you can close your old account!



# SWITCH KIT

## Direct Deposit Form

Use this form to set up or transfer direct deposits to your Maspeth Federal account. This includes paychecks or other income from pension plans, investments, etc. After completing this form, attach a voided check from your Maspeth Federal account to this form and submit it to your employer or other income source for processing.

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I recently changed banks and request that my automatic deposit be switched to my new account at Maspeth Federal Savings as instructed below:

### EMPLOYER/COMPANY INFORMATION

Employer/Company Name			
Employer/Company Address	City	State	Zip

### PERSONAL INFORMATION

Name	Phone Number		
Address	City	State	Zip

### MASPETH FEDERAL SAVINGS ACCOUNT INFORMATION

Please switch my deposits to this account:  Checking  Savings

221472792	
Maspeth Federal Routing Number	Maspeth Federal Savings Account Number

### AUTHORIZATION

I authorize \_\_\_\_\_ (employer/company) to make deposits directly to my Maspeth Federal Savings account indicated above. I understand this authorization will remain in effect until I have given written notice to terminate this service.

Signature	Date
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56-18 69th Street, Maspeth NY 11378



# SWITCH KIT

## Automatic Deduction Form

Use this form to set up or transfer an automatic payment from your Maspeth Federal account. This includes mortgage payments, utility bills, insurance premiums, etc. After completing this form, attach a voided check from your Maspeth Federal account to this form and submit it to the company you wish to pay.

I recently changed banks and request that my automatic deduction be switched to my new account at Maspeth Federal Savings as instructed below:

### PAYEE/COMPANY INFORMATION

Payee/Company Name

Payee/Company Address

City

State

Zip

### PERSONAL INFORMATION

Name

Phone Number

Address

City

State

Zip

### MASPETH FEDERAL SAVINGS ACCOUNT INFORMATION

Effective immediately, deduct my recurring payments from the following account:

Checking

Statement Savings

221472792

Maspeth Federal Routing Number

Maspeth Federal Savings Account Number

### AUTHORIZATION

I authorize \_\_\_\_\_ (employer/company) to initiate payments from my Maspeth Federal Savings account indicated above. I understand this authorization will remain in effect until I have given written notice to terminate this service.

Signature

Date



56-18 69th Street, Maspeth NY 11378



# SWITCH KIT

## Close Account Request

Use this form to notify your former bank that you are closing your account. Make sure all your existing activity has cleared and switched to your Maspeth Federal Savings account before you send this form to your former bank. Also, have all accountholders from your previous account sign this request.

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To Whom It May Concern,

Effective immediately, please close the account listed below. Please process and forward any remaining funds in the account by check to the address indicated.

**THE FOLLOWING ACCOUNT SHOULD BE CLOSED:**

Checking      Savings      Money Market      Other

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

\_\_\_\_\_  
Account Title

**IF YOU HAVE ANY QUESTIONS REGARDING THIS REQUEST, PLEASE CONTACT:**

\_\_\_\_\_  
Account Owner Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Thank you for your assistance in completing this request.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date