

QUICK-SWITCH CHECKLIST

At The Dime Bank we've helped many of our customers make a quick and easy switch of their bank accounts. It's as easy as 1-2-3!

Step 1. Open a Dime Bank checking account.

Step 2. Switch your direct deposit and automatic withdrawals:

- ✓ Submit the attached **Direct Deposit** form to your payroll department.
- ✓ Submit the attached **Change Automatic Withdrawal** form to creditors with automatic payments currently being deducted from your old account.

Step 3. Stop using your old checks.

Submit the attached **Close Account** form to your former financial institution. Make sure all checks written have cleared from your checking account and automatic payments for the month are complete before closing the account. Destroy old checks and debit cards.

To find the bank routing number for your checking account, look at the bottom of your checks for a series of numbers that look like this:

ROUTING # ACCOUNT # CHECK #
:031308551 : 0012345"▪ 250

Start enjoying the benefits of partnering with The Dime Bank!

Honesdale • 570-253-1902
Hawley • 570-226-3506
Damascus • 570-224-6300
Greentown • 570-676-8390
Dingmans Ferry • 570-828-1200
Lake Region • 570-226-3600
Carbondale • 570-281-3330



**THE
DIME
BANK**
Member FDIC

CHANGE PAYROLL DIRECT DEPOSIT



Date_____

Employer Name_____

Address_____

City_____ State_____ Zip_____

To Whom It May Concern:

You are currently depositing MY ENTIRE CHECK / PART OF MY CHECK (circle one)
to the following account number:_____

Bank Name:_____ Bank Routing Number:_____

Please stop making deposits to that account and instead make them to:

Bank Name: **The Dime Bank**

Bank Routing Number: **031308551**

Account Number:_____

If you have any questions about this request, please contact me during the

DAY / EVENING (circle one) at ()_____ (phone number)

Thank you.

Sincerely,

Signature_____

Name_____

(please print)

Address_____

City_____ State_____ Zip_____

Other information your employer may need (SSN, Employee ID#, etc)_____

CHANGE AUTOMATIC WITHDRAWAL



Date_____

Name of Company that makes withdrawal_____

Address_____

City_____ State_____ Zip_____

To Whom It May Concern:

You are currently withdrawing \$_____ for the purpose of
(amount)

_____ from my account number
(what payment is for)

_____ at the following bank:
(account number)

Bank Name:_____ Bank Routing Number:_____

Please stop making withdrawals from that account and instead make them from:

Bank Name: **The Dime Bank**

Bank Routing Number: **031308551**

Account Number:_____

If you have any questions about this request, please contact me during the

DAY / EVENING (circle one) at () _____
(phone number)

Thank you.

Sincerely,

Signature_____

Name_____ (please print)

Address_____

City_____ State_____ Zip_____

CHANGE AUTOMATIC CREDIT/DEPOSIT



Date _____

Name of Company that makes credit/deposit _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

You are currently crediting/depositing \$ _____ for the purpose of
(amount)

_____ to my account number
(what credit/deposit is for)

_____ at the following bank:
(account number)

Bank Name: _____ Bank Routing Number: _____

Please stop making credits/deposits to that account and instead make them to:

Bank Name: **The Dime Bank**

Bank Routing Number: **031308551**

Account Number: _____

If you have any questions about this request, please contact me during the

DAY / EVENING (circle one) at () _____
(phone number)

Thank you.

Sincerely,

Signature _____

Name _____
(please print)

Address _____

City _____ State _____ Zip _____

CLOSE ACCOUNT



Date _____

Institution Name _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

Please close my account _____
(account number)

and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the

DAY / EVENING (circle one) at () _____
(phone number)

Thank you.

Sincerely,

Signature _____

Name _____
(please print)

Address _____

City _____ State _____ Zip _____

Co-Signer Signature _____

Co-Signer Name _____
(please print)