

## MAKE THE MOVE – SWITCH TO US

### FOLLOW THESE 6 STEPS TO MOVE YOUR ACCOUNTS TODAY

Step 1	<p>Decide on the type of Bank of Gleason checking account you want. See which one fits your banking needs. Come into our Gleason or McKenzie office and speak to any one of our tellers for help and information. Please bring the following items with you to make opening your new account quicker and easier.</p> <p>Two forms of ID for each owner and signer Primary – Drivers License or ID card, Military ID, Passport, U.S. Alien ID Secondary – Social Security card, Birth Certificate, Voter registration card or Student ID, Property Tax Bill, Marriage Certificate, Credit Card Tax ID Number , Date of Birth, Occupation, Place of Employment , Mailing Address and Physical Address for each owner and signer.</p>
Step 2	<p>After you have opened an account at either one of our offices, you will receive a new account packet with checks to use until your check order is received. Allow 3-5 business days for delivery of your personalized checks and deposits.</p>
Step 3	<p>Stop using your old account – but keep the account open for now. Make sure to keep your old account open until your direct deposits and automatic payments have been changed, and also until any checks written on this account have cleared.</p>
Step 4	<p>The quickest way to sign up for direct deposit or to change it, is to contact the human resources department of your employer with our routing number (ABA #084303011) and your new account number.</p> <p>To change the direct deposit of your Social Security deposit, call: SOCIAL SECURITY/SSI: 1-800-772-1213 VETERAN'S BENEFITS: 1-800-827-1000 Website: <a href="http://www.ssa.gov/deposit/howtosign.htm">www.ssa.gov/deposit/howtosign.htm</a></p>
Step 5	<p>Look over your old bank account statements. Change any automatic payments, such as your utility bill, loan payment, or insurance premium, to be charged to your new account. Contact the company with the ABA #084303011 and your new account number and ask them to change your payment information. It may take over 30 days to change automatic payments to your new account.</p>
Step 6	<p>Once all your checks and automatic payments have cleared, close your old account. You may write a check on your old account at your old bank for the remaining balance and deposit it into your new account at The Bank of Gleason.</p>