

# Switching is simple.

SWITCH TO MAINE COMMUNITY BANK IN FOUR EASY STEPS! OUR SWITCH KIT WILL GUIDE YOU THROUGH THE PROCESS. NEED HELP? GIVE US A CALL AT 1-833-762-0313 OR STOP BY YOUR NEAREST BRANCH. WE'RE ALWAYS ON YOUR CORNER – AND IN YOUR CORNER!

1

## OPEN YOUR NEW ACCOUNT

We have a variety of checking and savings options to fit your needs. Visit one of our branches to chat with our team and determine which account is best for you.

2

## CHANGE YOUR DIRECT DEPOSITS

Once your new account is open, you'll want to redirect your existing direct deposits to your new account. Ask your Human Resources department for a direct deposit change form. If they don't have one, you can use the Direct Deposit Authorization form on page 3.

3

## AUTOMATIC PAYMENT AND WITHDRAWAL AUTHORIZATIONS

We have a simple form to help you change your automatic payments and withdrawals. Complete a copy of the attached Automatic Payments Authorization for each company with which you have an automatic payment. You may send the authorization directly to each company or stop by your local Maine Community Bank branch and we'll be glad to mail the authorizations for you.

4

## CLOSED ACCOUNT AUTHORIZATION

After your direct deposits and automatic payments have been moved to your new account, you can close your old account. Complete the Closed Account Authorization form and send it to your former bank – or you can bring it to your local Maine Community Bank branch and we'll handle the rest.

## Locations

### AUBURN

100 Minot Avenue  
Auburn, Maine 04210  
207-786-5715

### BIDDEFORD

254 Main Street  
Biddeford, ME 04005  
207-784-7204

### BIDDEFORD - ALFRED STREET

473 Alfred Street  
Biddeford, ME 04005  
207-282-8991

### BRUNSWICK

27 Gurnet Road  
Brunswick, Maine 04011  
207-786-5701

### KENNEBUNK

65 Portland Road  
Kennebunk, ME 04043  
207-985-4696

### LEWISTON

664 Main Street  
Lewiston, Maine 04240  
207-786-0773

### SCARBOROUGH

206 US Route 1  
Scarborough, ME 04074  
207-883-3004

### WATERBORO

846 Main Street  
Waterboro, ME 04087  
207-247-3031

### WESTBROOK

100 Larrabee Road  
Westbrook, ME 04092  
207-786-5702

### WINDHAM

3 Drive In Lane  
Windham, Maine 04062  
207-893-1100



1-833-762-0313  
mainecb.com

# Switch Kit FAQs

## WHAT IS A DIRECT DEPOSIT?

Direct deposit is an electronic deposit of funds by a payer directly into your bank account. Direct deposit may also be referred to as an ACH (Automated Clearing House) credit. Common direct deposits are paychecks, government benefits, and investment dividends.

## WHEN WILL MY DIRECT DEPOSIT START?

It may take two or three cycles for your direct deposit to transfer to your new account. We recommend keeping your current account open until you see your funds being deposited directly into your new Maine Community Bank account.

## WHAT IS AN AUTOMATIC PAYMENT?

An automatic payment allows a creditor to withdraw money from your account. Automatic payments may also be referred to as ACH debits. Automatic payments are a convenient way to pay bills without having to write checks or worry about late fees. Common automatic payments include mortgage/rent, utilities, insurance, and credit cards.

## WHEN WILL MY AUTOMATIC PAYMENTS START BEING WITHDRAWN FROM MY NEW ACCOUNT?

Once you contact your billing company, it may take one or two billing cycles for your payments to be debited from your new Maine Community Bank account. We recommend keeping your old account open until you see payments being sent from your new account.

## HOW CAN I TRACK MY DIRECT DEPOSITS AND AUTOMATIC PAYMENTS?

The fastest way to verify deposits and withdrawals is to use Online Banking or Mobile Banking. You'll see your account details in real time. You can even set up alerts so you're notified whenever a deposit is made to your account!

## WHO CAN I TALK TO IF I HAVE QUESTIONS?

You can call us at 1-833-762-0313 or visit any of our branch locations. We're happy to walk you through the account switching process!



# Switch Transfer Checklist

USE THE CHECKLIST TO MAKE THE TRANSITION EASIER.

## HELPFUL HINTS:

- Make sure that all automatic payments and direct deposit requests have been processed prior to closing your account. This process could take 1-2 months to take effect.
  - Make sure you have enough money in your old account to cover outstanding debts.
  - Make sure all checks have cleared your old checking account. This process could take up to 10 days.
  - Stop using your old account. Destroy unused checks, deposit slips, ATM and debit cards.
  - Complete the attached forms and send them to the appropriate organizations.
- Other organizations may require you to complete additional forms in order to process your request.

## Direct Deposit Authorization

Company/Financial Information	Account Number/ Amount	Date Mailed or Contacted	Follow-up Date	Item Complete

## Automatic Payment Authorization

Company	Payment Type/ Account #/Amount	Date Mailed or Contacted	Follow-up Date	Item Complete

## Closed Account Authorization

Financial Institution	Type of Account/ Balance	Date Mailed or Contacted	Follow-up Date	Balance Transfer Complete



# 2

## Direct Deposit Authorization

**SOCIAL SECURITY · PAYROLL & COMMISSIONS ·  
PENSION & RETIREMENT · CHILD SUPPORT · INVESTMENT INCOME**

Send this form to all your current direct deposit contacts to redirect your deposits. If you do not currently have direct deposit, start today by filling out the information below, including your new account number, and sending it to your direct deposit contacts. Include a voided Maine Community Bank check.

TYPE OF DEPOSIT	AMOUNT
Payroll	\$
Pension/Retirement	\$
Investment Income	\$
Social Security	\$
Other (Please Specify)	\$

### DEPOSITOR INFORMATION

Name of Company/Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

### RECIPIENT INFORMATION

I/We have opened a new account with Maine Community Bank. Please redirect the deposit for the account listed below to my new account.

Name of Company/Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

### BANK ACCOUNT INFORMATION

Please discontinue the automated transactions currently set up and set up my new direct deposit into my new account with: **Maine Community Bank Routing Number 211274395**

Banking Account Number \_\_\_\_\_  
 Checking \_\_\_\_\_  
 Savings \_\_\_\_\_  
 Special Instructions \_\_\_\_\_

### AUTHORIZATION

This letter serves as authorization to have my direct deposits transferred to my new Maine Community Bank account, effective immediately.

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_



# 3

## Automatic Payment Authorization

### UTILITIES • LOANS • VENDORS • ACCOUNT TRANSFERS

Send this form to all companies you currently have automatic withdrawals set up with to redirect your automatic payments/withdrawals. Don't forget the companies that use your old debit card number and automatic payments made online. This may also be used for new payments.

#### BILLER INFORMATION

(The company or organization that receives automatic payment).

Name of Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Current Bank \_\_\_\_\_ Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_ Payment Date \_\_\_\_\_

#### DEPOSITOR INFORMATION

Name \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### BANK ACCOUNT INFORMATION

Please discontinue the automated transactions currently set up and set up my new direct deposit into my new account with: **Maine Community Bank Routing Number 211274395**

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

Checking \_\_\_\_\_

Savings \_\_\_\_\_

Special Instructions \_\_\_\_\_

#### AUTHORIZATION

This letter serves as authorization to change my automatic payment to/from Maine Community Bank, effective immediately.

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_



# 4

## Closed Account Authorization

This form can be used to authorize the closure of your account at your previous financial institution. Be sure to verify that any outstanding items have cleared and your direct deposits or automated payments have been switched over to your new account.

### FORMER FINANCIAL INSTITUTION INFORMATION

Formal Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### ACCOUNT HOLDER INFORMATION

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Please immediately close and transfer the balances of the following account(s):

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

Checking  Savings  Other \_\_\_\_\_

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

Checking  Savings  Other \_\_\_\_\_

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

Checking  Savings  Other \_\_\_\_\_

Please transfer balances by check payable to the above Account Holder, c/o Maine Community Bank.

Check should be mailed to Maine Community Bank, Attn: \_\_\_\_\_

### BANK ACCOUNT INFORMATION

Maine Community Bank Routing Number: 211274395

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

### AUTHORIZATION

This letter serves as authorization to close my account and transfer my balances, effective immediately.

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_