

Switch Kit Forms
Include:

- New Account Information Form
- Change Direct Deposit Form
- Change Automatic Payments Form
- Close Account Form

NEW ACCOUNT CONVERSION CHECKLIST

You may check the boxes next to the items you have completed (if any). Then print out and keep this checklist handy. As you continue completing items, simply check off the boxes on your printed copy.

Open your new Baltic State Bank account. (Use New Account Information Form)

Stop using your old account.

- Make sure all checks have cleared on you checking account.
- Make available enough funds in your old account to cover any automatic payments that may yet need to be withdrawn.

Switch your direct deposits to your new account. Send written notice to your direct deposit vendors (payroll, Social Security, CD interest payments, etc.) of the changes in your banking relationship.

*For Social Security direct deposits, changes may be made by calling the Social Security Administration at 1-800-722-1213.

Switch your automatic payments to your new account. Send written notice to your vendors who automatically take payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are switching to the Baltic State Bank.

Close Old Account. Send written notice to the financial institution that you are closing the account(s). (Use Close Account Form)

If you have any questions regarding your "Switch" to the Baltic State Bank call **330-897-6401** or toll free at **877-2BALTIC**.

www.balticstatebank.com