

Switch Kit Procedures

1. Open your new **Baltic State Bank account.**

Visit one of local **Offices** and open a new Account.

2. Stop using your old account.

3. Switch your direct deposits.

Complete the **Change Direct Deposit** form and send it to your direct deposit vendors. These vendors may include: payroll, Social Security*, CD interest payments, etc.

*For Social Security direct deposits changes call Social Security Administration
1-800-772-1213.

4. Switch your automatic payments.

Complete the **Change Automatic Withdrawals** form and send it to the vendors who automatically take payments from your checking account (utility companies, insurance companies, Internet service providers, banks, etc.) to notify them that you are switching the account.

5. Close your old account.

Complete the **Close Account** form and send it to the financial institution where you are closing the account

New Account Conversion Checklist form