

Checklist

Gather Information

You'll need:

- Recent statements for your existing account.
- Check book and check register for your existing account.

Please Note:

- All automatic payments from your existing account.
(Keep in mind that some payments, such as insurance, dues, or taxes may be take bi-monthly, quarterly, semi-annually, or even annually.)
 - All outstanding checks written against your existing account.
 - You'll need to leave sufficient funds in your existing account to cover outstanding checks and pending automatic payments.
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Switch Direct Deposit

- Prepare a copy of the “**Switch Direct Deposit**” form for each direct deposit from a different source you currently have in place. These forms will need to be provided to the party making the direct deposit.
 - Please call the Social Security Administration at 1-800-772-1213 or visit the Social Security Administration website at <http://www.ssa.gov/deposit/> to switch Social Security direct deposit.
 - Please attach a voided check with each copy of the form.
 - Please retain a completed and signed copy of the form for your records.
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Switch Automatic Payments

- Prepare a copy of the “**Switch Automatic Payment**” form for each separate payee. Many payees also provide the ability to change this information on their websites.
 - Avoid fees for electronic payments by using Trustco’s Online Banking with free Bill Pay. Enroll online today at <http://www.trustcobank.com/>
 - Please attach a voided check with each copy of the form.
 - Please retain a completed and signed copy of the form for your records.
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Close Accounts

- Confirm that all changes have cleared and that all automatic payments have been made. These changes may take 1 -2 months to take effect.
 - Use only your new Trustco account.
 - Prepare and submit a copy of the “**Close Accounts**” form to your old bank.
 - Retain a copy of the form for your records.
 - Destroy any unused checks, ATM/Debit cards, or deposit slips associated with your old account.
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Your Home Town Bank...

- Help simplify your financial life by switching other accounts to Trustco Bank. Trustco offers great rates on CDs and low closing cost Mortgages with no-fee automatic payments. Check out the great rewards programs on our Visa card.
- Visit us at <http://www.trustcobank.com/> today or stop by any Trustco branch for current specials and more information about all our offerings.

Thank you for choosing Trustco Bank!

The best keeps getting better at Trustco Bank, Your Home Town Bank!

I/We formally request the change of accounts as designated below:

Customer Name

Account or Customer Number

Joint Account Holder Name

			-			-				
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Tax Identification Number

			-			-				
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Tax Identification Number

Bank Information
TRUSTCO BANK

Routing Number

Account Type:

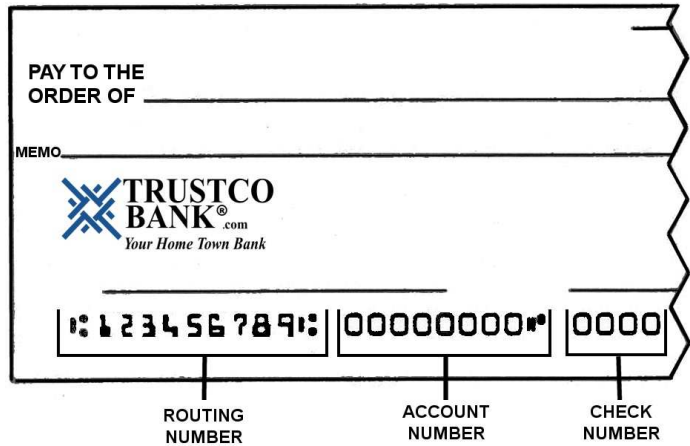
Checking

Savings

Attach Voided Check

Account Number

Effective Date



PAY TO THE ORDER OF _____

MEMO _____

TRUSTCO BANK[®].com
Your Home Town Bank

⑆ 123456789⑆ | 000000000⑆ | 0000

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

I/We authorize _____ (company, or agency) to automatically debit payments from my Trustco Bank account(s) listed above and authorize Trustco bank to make such payments. This authorization shall remain in effect until I file a new authorization or this authorization is revoked by me/us in writing.

Customer Signature

Date

Customer Signature (Joint Account Holder)

Date

Mail Confirmation of Change to:

Mailing Address

City

State

Zip Code

Home Phone

Alternate Phone

I/We formally request the closure of accounts as designated below.

Account Title #1

			-			-			
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Tax Identification Number

Account Title #2

			-			-			
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Tax Identification Number

Please close the following account(s):

Account Number	Checking	Savings	Money Market	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Balance or Interest Disposition:

- Please close the above account(s) and mail the balance and any interest earned to my address.
- Please close the above account(s) and electronically transfer the balance and any interest earned to my new Trustco Bank account:

Bank Information

TRUSTCO BANK

Routing Number

Account Type:

- Checking
- Savings

Account Number

Mail Confirmation of Closure to:

Mailing Address

City

State

Zip Code

Home Phone

Alternate Phone

Card Destruction Verification

I/we verify that my/our ATM/Debit card(s) is/are enclosed or has been previously destroyed and is no longer in my/our possession. I/we will take full responsibility for all future charges, if any, on this account.

Card Number #1

Card Number #2

Signature #1

Signature #2

On the ___ day of ___ in the year _____ before me, the above signed, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Signature