



## SWITCH ASSIST KIT



<b>Step 1:</b>	Open Your New Trustco Bank Account	After you have opened the account that is best for you, stop using your old account.
<b>Step 2:</b>	Switch Your Direct Deposit	Use the Trustco Bank <a href="#">Non-Federal Direct Deposit Enrollment</a> form or another form supplied by your employer. <b>NOTE: Be sure to verify that your direct deposit has started in your Trustco Bank account, prior to issuing checks. The Trustco Bank routing number is 063192450 for Florida customers and 021300912 for all other states.</b>
<b>Step 3:</b>	Figure Out Automatic Withdrawals That Come From Your Checking Account.	Use the <a href="#">Payments/Transfers Worksheet</a> to simplify who you make automatic monthly payments to, such as health club memberships, automatic credit card payments, etc. You can then contact each of them and give them your new banking information. Use the <a href="#">Authorization to Transfer Automatic Payments</a> form to make the transition easy.
<b>Step 4:</b>	Register For Online Banking And Free Bill Payment.	For all other payments that you may want to pay on your own without writing a check, register for online banking. It is a free & user-friendly service. Use our <a href="#">Online Bill Payment Payees</a> sheet to make the set-up an easy process.
<b>Step 5:</b>	Close Your Old Checking Account.	After all checks and automatic payments have stopped coming out of your prior bank account, fill out the <a href="#">Authorization to Close Account</a> form. You will then send this form to your former bank; they will send you a check for the remaining balance.

**Helpful Contacts:**

*(To be used at time of account opening.)*

**Social Security (SSA) or Supplemental Security Income (SSI)**

**Website: <https://www.ssa.gov/forms>**

**Call: 1-800-772-1213**

**Veterans Compensation and Pension**

**Call: 1-877-838-2778**



NON-FEDERAL DIRECT DEPOSIT ENROLLMENT REQUEST FORM

Authorization Agreement for automatic deposits (ACH credits)

Directions for Customer Use:

- 1. Ensure entire form is complete, then sign and date
Use the ABA routing number from the state where your account was opened
2. Ensure appropriate Employer/Company Address is used when mailing completed form.
3. Employer/Company should review this form for completeness and suitability.
4. Mail form directly to Employer/Company

Employer/ Company Name: \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I(we) authorize the above named Company to initiate credit entries to my Trustco Bank Checking and/or Savings accounts indicated below and to credit the same to such amount. I(we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of U.S. Law.

Note: Funds can be deposited into one account or split between accounts as a set percent or dollar amount.

Form with three rows for account information, including fields for Account Type (Checking/Savings), Account Number, ABA Routing Number, Deposit Amount, and State Account Opened in.

If monies to which i am not entitled are deposited to my account, i authorize the company (issuer) to direct the financial institution to return said funds and i authorize the financial institution to act on the company's direction and to return said funds.

Signature lines for First Name, Middle Name, Last Name, Address, City, State, Zip, Signature (required), Date, and Tel Number.

NOTE: Written credit authorization must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.



**AUTHORIZATION TO TRANSFER AUTOMATIC PAYMENTS**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

Re: Account Number \_\_\_\_\_

*To Whom It May Concern:*

I recently opened a new account at Trustco Bank and will need to change the banking information for my automatic payments.

This form serves as an authorization to have my automatic payments transferred to my new account with Trustco Bank. My Information is as follows:

***Personal Information:***

\_\_\_\_\_  
Routing Number

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

\_\_\_\_\_  
Account Title

\_\_\_\_\_  
Address (Street)

\_\_\_\_\_  
Address (City, State, Zip)

\_\_\_\_\_  
Phone

***Please feel free to contact me with any questions.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

*To Whom it May Concern:*

I hereby authorize the closure of my account(s) at your institution and hereby state that all of my checks have cleared the account(s) and all direct deposits and direct payments have been stopped.

Any remaining funds for the below account(s) may be sent in an official bank check to my attention at the below mailing address.

***Personal Information:***

\_\_\_\_\_  
Account Title

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

\_\_\_\_\_  
Address (Street)

\_\_\_\_\_  
Address (City, State, Zip)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Account Number (s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



