SWITCH KIT

Switching to GenoaBank is easy with these five simple steps.

1. **Let's get started!** Visit any GenoaBank location or contact us via email to get started **info@genoabank.com** and open your new GenoaBank account.

2. **Organize your information. STOP** using your old checking account(s) to allow any outstanding payments or checks time to clear the account(s).

3. Switch your direct deposit(s) by sending our **Direct Deposit Change Request (Form 1)** to your employer or your retirement plan along with a voided GenoaBank check.

   Set up your Social Security Benefits by visiting GoDirect.gov.

4. Switch your automatic payment(s) using our **Automatic Payment Change Request Form (Form 2)**. This can be used for automatic payments or withdrawals from your account. Remember to switch over payments processed through your debit card as well.

5. Close your old account(s). Use our **Account Closure Authorization* (Form 3)** once your pending payments have cleared your old account and your automatic payments have cleared your new GenoaBank account.

   **This form may not be accepted by all financial institutions. This process could take up to 30 days to transfer all automatic deposits and payments.*

PROGRESS TRACKER:

- ☐ Open your NEW GenoaBank account
- ☐ Sign up for Online Banking, E-Statements, and our convenient Bill-Pay feature
- ☐ Confirm your old account has enough funds to cover any outstanding payments
- ☐ Transfer any automatic debit card payment(s) to your new GenoaBank debit card
- ☐ Communicate with your direct deposit provider(s) to notify them of your new account
- ☐ Verify all outstanding transactions have cleared your old account
- ☐ Confirm all automatic payments have cleared your new GenoaBank account
- ☐ Close your old account by calling or sending a written notice to your financial institution

Member FDIC

Need Assistance? Call or stop by any branch location and our team will be happy to help you.

www.genoabank.com | 800 592 2828



DIRECT DEPOSIT & AUTOMATIC PAYMENT ORGANIZER

DEPOSITS	COMPANY NAME	ACCOUNT NUMBER	DATE SENT	✓
Payroll				
Payroll				
Pension				
Social Security				
Other				
Other				

AUTOMATIC PAYMENTS	COMPANY NAME	ACCOUNT NUMBER	DATE SENT	✓
Mortgage/Rent				
Car				
Car				
Insurance				
Insurance				
Telephone				
Cell Phone				
Electricity				
Gas				
Water				
Cable/Satellite				
Internet Service				
Streaming Services				
Annual Membership Dues				
Other				
Other				
Other				

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EQUAL HOUSING LENDER