

# Switch Kit

Switching your accounts only takes a few easy steps!



1. Open your new Queenstown Bank account at one of our 8 branch locations or online at [queenstownbank.com](https://queenstownbank.com). Don't forget to sign up for our Electronic Banking services!
2. Stop using your old checking account(s) and allow outstanding payments and checks to clear the account(s).
3. Set up your direct deposit(s) by sending the [Direct Deposit Change Request](#) to your employer or your retirement plan along with a voided Queenstown Bank check.
  - a. You can set up your Social Security Benefits by visiting GoDirect.gov or calling the Social Security Administration at 800-333-1795.
4. Change your automatic payments using the [Automatic Payment Change Request](#). This form can be used for all automatic payments or withdrawals from your account. Remember to switch over payments processed through your debit card as well.
5. When all of your pending payments have cleared your old account and your automatic payments have cleared your new Queenstown Bank account, close your old account using the [Account Closing Authorization](#).

## Track your progress:

- ☐ Open your new Queenstown Bank account
- ☐ Sign up for Online Banking, Bill Pay, and eStatements
- ☐ Verify there are enough funds in your old account to cover outstanding payments
- ☐ Transfer any automatic debit card payments to your new Queenstown Bank debit card
- ☐ Contact your direct deposit providers to alert them of your new account
- ☐ Confirm all credits and debits have cleared your old account
- ☐ Confirm all automatic payments have cleared your new Queenstown Bank account
- ☐ Close your old account by sending written notice to your financial institution

## Have questions or need help?

Stop by any location or call 410-827-8881



Use these lists to keep track of which direct deposits and automatic payments have been switched:

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				
Other				
Other				
Other				



## Direct Deposit Change Request

☐ Change   ☐ New

### Company Information

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Phone

### Individual Information

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Phone

I have closed account number \_\_\_\_\_ at \_\_\_\_\_,  
and hereby authorize the transfer of my direct deposit to my new bank, Queenstown Bank, and  
submit this letter as written notification.

### Deposit Instructions   (\*Attach a voided check copy)

Financial Institution: Queenstown Bank of Maryland

Routing Number: 052101957 (*Queenstown Bank of Maryland*)

- ☐ Deposit the entire amount into account number \_\_\_\_\_
- ☐ Deposit \$ \_\_\_\_\_ into account number \_\_\_\_\_  
and the remainder into account number \_\_\_\_\_.

I authorize:

- The above listed entity to initiate deposit of my funds to my Queenstown Bank account(s)
- Queenstown Bank to credit entries to my account
- The notice to remain in effect until I send written notice of change or cancellation

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name



## Automatic Payment Change Request

*Complete a separate form for each payment. This form may be copied. Don't forget that many automatic payments can be set up directly with Queenstown Bank's Bill Pay!*

☐ Change   ☐ New

### Customer Information

Name

Date

Address

City, State, Zip

Phone

### Vendor/Payee Information (Complete as much as possible)

Name

Account Number

Address

City, State, Zip

Phone

### New Bank Information

Financial Institution: Queenstown Bank of Maryland Routing

Number: 052101957 (*Queenstown Bank of Maryland*)

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

☐ Checking   ☐ Savings

Effective immediately, I authorize the above referenced Vendor/Payee and Queenstown Bank to initiate entries into my Queenstown Bank account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

Signature

Date

Printed Name



## Account Closing Authorization

To: \_\_\_\_\_  
(Current financial institution)

From:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Phone

### Accounts:

Account Number: \_\_\_\_\_ ☐ Checking ☐ Savings ☐ Other

Account Number: \_\_\_\_\_ ☐ Checking ☐ Savings ☐ Other

Account Number: \_\_\_\_\_ ☐ Checking ☐ Savings ☐ Other

Account Number: \_\_\_\_\_ ☐ Checking ☐ Savings ☐ Other

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to:

☐ Me, at the above listed address

☐ Queenstown Bank of Maryland  
Attn: Customer Service  
P.O Box 120  
Queenstown, MD 21658 Account  
number to be credited: \_\_\_\_\_

\_\_\_\_\_  
Primary Account Holder Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Joint Account Holder Signature Date

\_\_\_\_\_  
Printed Name

Note: Prior to sending this Account Closing Authorization, please review your Queenstown Bank account statements to ensure all payments and deposits have been switched to your new Queenstown Bank account.