

# Maspeth Federal Savings Switch Kit

*We Make Switching Hassle Free!*

*Do you wish you could change to a bank that offers outstanding products and exceptional service?*

With this Switch Kit, we've gathered all the forms and information you'll need to seamlessly transfer your account to Maspeth Federal Savings.

**It's as easy as 1–2–3!**

## 1. Select a Maspeth Federal Savings account.

Select the Maspeth Federal Savings account that's right for you. Review the options on our website, then stop into any of our branch offices to open the account. Use the **Direct Deposit Form** to set-up or transfer direct deposits to your new account.

## 2. Stop using your old account.

Then, transfer your direct deposits and automatic payments to your new Maspeth Federal Savings account. The **Automatic Deduction Form** you will need to make this transition is enclosed. Just complete and mail the form to the appropriate companies and/or individuals. Before you start, print as many copies of the form as you'll need. The enclosed **Checklist** will help you manage this process.

## 3. Close your old account.

Balance your old account with our **Account Balance Worksheet** to determine the balance needed to cover outstanding checks, debit card purchases and other transactions. Then you can complete and mail the **Close Account Request Form** to your bank, and destroy any unused checks, deposit slips, ATM or debit/check cards.

## Questions & Answers

**Q. What is the first step to change banks?**

A. Stop into any of our branch offices and open an account.

**Q. What is the best way to close my account at the old bank?**

A. Fill out the "Close Account Request" form, then mail or drop it off at your old bank.

**Q. What do I do with the checks I already have?**

A. Bring them into the bank. We'll dispose of them securely.

**Q. Do I have to purchase more checks with the new account?**

A. Of course not. We provide free checks! (Plain blue w/ name only)

**Q. Will it be difficult to change my direct deposit or automatic withdrawals?**

A. Absolutely not. Using the forms from this switch kit will make it hassle free!

# Checklist



**SWITCH  
KIT**

## Maspeth Federal Savings Information:

Account #

Routing # 221472792

Address: 56 -18 69th Street, Maspeth, NY 11378

Website: maspethfederal.com

Phone: 718-335-1300

## Former Bank Information (for quick reference):

Name

Account #

ABA/Routing #

## List Your Automatic/Direct Deposits:

Date	Company Name	Account Number	Deposit Amount

## List Your Automatic Withdrawals:

Date	Company Name	Account Number	Amount

# Account Balance Worksheet



## SWITCH KIT

Balance your old account with the worksheet below to determine the balance needed to cover outstanding checks, debit card purchases and any other transactions.

Your current balance on your current checking statement \$ \_\_\_\_\_

List deposits that do not appear on your statement

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Add your current balance and recent deposits together (1) \$ \_\_\_\_\_

List outstanding checks, transfers or withdrawals that do not appear on your statement. Include any debit card purchases, ATM withdrawals and automatic debits.

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Add up these outstanding items (2) \$ \_\_\_\_\_

Subtract amount (2) from amount (1) (1) \$ \_\_\_\_\_

- (2) \$ \_\_\_\_\_

**This is the amount you can deposit in your new Maspeth Federal Savings account** \$ \_\_\_\_\_

**Now that you know your account balance, you can close your old account.**

# Direct Deposit Form



**SWITCH  
KIT**

Use this form to set up or transfer direct deposits to your Maspeth Federal Savings account.

This includes paychecks or other income from pension plans investments, etc. After completing this form, attach a voided check from your Maspeth Federal Savings account to this form and submit it to your employer or other income source for processing.

I recently changed banks and request that my automatic deposit be switched to my new account at Maspeth Federal Savings as instructed below:

## EMPLOYER/COMPANY INFORMATION

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

\_\_\_\_\_  
Employer/Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## PERSONAL INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## MASPETH FEDERAL SAVINGS ACCOUNT INFORMATION

Please switch my deposits to this account:     Checking     Savings

221472792

\_\_\_\_\_  
Maspeth Federal Savings Routing Number

\_\_\_\_\_  
Maspeth Federal Savings Account Number

## AUTHORIZATION

I authorize \_\_\_\_\_ (employer/company) to make deposits directly to my Maspeth Federal Savings account indicated above. I understand this authorization will remain in effect until I have given written notice to terminate this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Automatic Deduction Form



**SWITCH  
KIT**

Use this form to set up or transfer an automatic payment from your Maspeth Federal Savings account.

This includes mortgage payments, utility bills, insurance premiums, etc. After completing this form, attach a voided check from your Maspeth Federal Savings account to this form and submit it to the company you wish to pay. Complete a separate form for each recurring automatic deduction, then send to each company authorized to make deductions from your account.

I recently changed banks and request that my automatic deduction be switched to my new account at Maspeth Federal Savings as instructed below:

## PAYEE/COMPANY INFORMATION

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

## PERSONAL INFORMATION

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address City State Zip

## MASPETH FEDERAL SAVINGS ACCOUNT INFORMATION

Effective immediately, deduct my recurring payments from the following account:

Checking  Savings

221472792  
\_\_\_\_\_  
Maspeth Federal Savings Routing Number

\_\_\_\_\_  
Maspeth Federal Savings Account Number

## AUTHORIZATION

I authorize \_\_\_\_\_ (employer/company) to initiate payments from my Maspeth Federal Savings account indicated above. I understand this authorization will remain in effect until I have given written notice to terminate this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Close Account Request



**SWITCH  
KIT**

**Submit this form to the financial institution where you will be closing your account.**

Make sure all your existing activity has cleared and switched to your Maspeth Federal Savings account before you send this form to your former bank. Also, have all account holders from your previous account sign this request.

To Whom It May Concern,

Effective immediately, please close the account listed below. Please process and forward any remaining funds in the account by check to the address indicated.

**THE FOLLOWING ACCOUNT SHOULD BE CLOSED:**

Checking       Savings       Money Market       Other

\_\_\_\_\_

Account Number

Account Title

**IF YOU HAVE ANY QUESTIONS REGARDING THIS REQUEST, PLEASE CONTACT:**

\_\_\_\_\_

Name

Phone

\_\_\_\_\_

Address

City

State

Zip

Thank you for your assistance in completing this request.

Sincerely,

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Signature

Date