



It EASY to switch your accounts!
Please use these instructions to help guide you.

- 1. Open your new Community Bank Checking Account:**
Stop into one of our convenient branch locations to open your Community Bank of Bergen County Checking Account. Community Bank offers Free Personal Checking Account with No Minimum!
- 2. Sign up for Community Bank free Online Banking service:**
Easily track your direct deposits, automatic withdrawals and checks as they clear your Community Bank checking account. You can also transfer funds immediately or in the future, make loan or mortgage payments, review your statements and download your transactions to your favorite financial software i.e. Quicken, Microsoft Money. You can sign up today by completing an application online or visiting a local branch.
- 3. Stop using your former account and begin using your new Community Bank one:**
Remember to leave sufficient funds in your old account to cover items that still have not been paid or withdrawn. Please also remember to destroy any unused checks, deposit slips and your ATM/Debit card.
- 4. Change your direct deposit to your new Community Bank account:**
Complete our **Direct Deposit Authorization Form** to change any direct deposits you currently have. If you are changing your Social Security Direct Deposit you must call the Social Security Administration at 800-772-1213 or visit www.ssa.gov.
- 5. Change your Automatic Payments or Withdrawals to Community Bank:**
In order to change any automatic payments or withdrawals that are being deducted from your current account, you will need to notify the companies that are making those withdrawals.

Complete our **Automatic Payment Authorization Change Form** to change any automatic payments or withdrawals you have. (Print and send one form to each company you wish to notify and change)
- 6. Close your account at the other financial institution:**
Please download and use our Account Closing Form to close your account at the other financial institution.

Once your account is closed please remember to destroy any old checks, deposit slips and ATM/Debit cards you may have for those accounts.
- 7. Account Conversion Checklist:**
To help assist you with the account switching process we have created an **Account Conversion Checklist** to help you. You can also contact Community Bank customer support at 201-587-1333 Ext 1560 for any questions or help you may need.



EASY

Switch Kit

Account Conversion Checklist

www.cbbcny.com

Please check the boxes next to the items you have completed below and keep for your reference.

- Make sure all checks have cleared from your current checking account
- Leave enough funds to cover any checks, withdrawals or automatic payments that still need to be withdrawn.
- Send written notice to all institutions and/or companies that provide Direct Deposit(s), (Payroll, Social Security, CD Interest, Annuity Payments, Retirement Disbursements, Etc). *For Social Security Direct Deposits you must call the Social Security Administration at 800-772-1213.*
- Send written notice to all companies who automatically withdraw payments from your account and inform them that you are closing that account (Banks, Insurance, Tax Payments, Utility Companies, Etc).
- Contact companies that you wish to continue automatic payments with and give them new account information (bank routing number and account number)
- Send notification to your old financial institution that you are closing your account. *(You may have to contact your financial institution for specific instructions)*

Contact our customer support staff at **201-587-1333 Ext 1560** for any questions or help with switching your accounts to us.



Direct Deposit Authorization Form

Please complete and print one form for each direct deposit you wish to change.

To: _____
(Company Name/Employer)

I authorize you to electronically deposit my payroll or other disbursement to my Community Bank of Bergen County, NJ account listed below:

Select Account Type: **Checking** (Attach a voided Community Bank Check)

Savings (Attach a pre-printed Withdrawal Ticket only)

Account Number: _____ **ABA/Routing Number: 0212-07196**

Community Bank of Bergen County, NJ
125 W. Pleasant Ave
Maywood, NJ 07607

Please use the following personal information and signature as authorization, or to contact me with any questions.

Name (first, middle, last): _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Social Security Number (if required): _____

Daytime Phone Number: _____ **Employee Number (if applicable):** _____

Signature (Required): _____ **Date:** _____



Close Existing Account Form

Please complete and print one form for each financial institution account you wish to close.

To: _____
(Financial Institution)

Address: _____

I authorize you to close account number: _____. Please send disbursement to my Community Bank of Bergen County, NJ account listed below:

Account Number: _____ **ABA/Routing Number: 0212-07196**

Or Mail Check on Behalf of Client To:

**Community Bank of Bergen County, NJ
PO Box 7128
Rochelle Park, NJ 07662**

Please use the following personal information and signature as authorization, or to contact me with any questions.

Name (first, middle, last): _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Social Security Number (if required): _____

Daytime Phone Number: _____ **Evening Phone Number:** _____

Signature (Required): _____ **Date:** _____