



# St. Mary's Bank

We're Here | to Make it Easy

## Thinking of Switching Banks?

We make it easy at  
St. Mary's Bank!

Just follow the simple  
instructions on the next page.

Questions? We're here to help. Call us toll-free at 1.888.786.2791.  
Or, for additional forms, visit us online at [www.stmarysbank.com](http://www.stmarysbank.com).



# St. Mary's Bank

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## St. Mary's Bank Switch Kit Instructions

### Step 1. Open a new St. Mary's Bank checking account.

You will need your account and bank routing numbers for the next steps.

**Step 2. Sign up for online banking and bill pay.** If it is not already part of your new St. Mary's Bank account, simply log onto [www.stmarysbank.com](http://www.stmarysbank.com) or call **1.888.786.2791** to obtain an application. Your list of bill payment recipients is easily added online once you are signed on or visit any branch office for assistance.

### Step 3. Stop using your old checking account.

Keep your old checking account(s) open until your direct deposit and automatic payments (see steps 4 and 5) take effect and until ALL outstanding checks clear.

### Step 4. Change or sign up for direct deposit.

Use the attached direct deposit enrollment form to inform your employer or other organizations that you have a new St. Mary's Bank account. Fill out the form using the account and bank routing numbers from your new St. Mary's Bank checks.

ROBERT A. WILLIAMS  
MARY J. WILLIAMS  
101 PARK PLACE  
YOURTOWN, USA 12345

Date \_\_\_\_\_ 1151  
54-0014/0114  
BRCH76

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_ VOID  
Dollars

St. Mary's Bank  
MANCHESTER, NEW HAMPSHIRE [www.stmarysbank.com](http://www.stmarysbank.com)

Memo \_\_\_\_\_ NON-NEGOTIABLE

011400149 00000000001151

Routing Number Account Number

### Direct Deposit of Social Security or Government Checks.

The fastest way to change the direct deposit of your Social Security benefit is to call:  
(Please have routing number, account number and bank address available.)

Social Security/SSI	1.800.772.1213
Veterans' Benefits	1.800.827.1000

### Step 5. Change any automatic payments.

If you have any monthly payments, such as utility or loan payments, automatically deducted from your account, you can use the attached Automatic Payment Change Request to inform these companies of your new account information. Be sure to include any automatic payments established with your debit card.

### Step 6. Close your old account.

Once your checks have cleared and your automatic payments have been changed to your new account, fill out the attached form to notify your former bank that you wish to close your account.



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## Direct Deposit Enrollment

### Take the hassle out of getting to the bank in time!

Direct deposit takes the worry out of getting your checks to the bank in time. With direct deposit, your checks are conveniently and automatically deposited for you.

### How to sign up for direct deposit.

First, ask your employer if they have a direct deposit form. If so, fill out their form for a new direct deposit request or a change request. If your employer does not have a standard form, fill out the form on the following page, using your new account number and routing number (as shown in the illustration below).

You may also be able to use this form for any non-governmental organization, but check with your employer first. In addition, you can use this form to have dividend or insurance proceeds directly deposited into your account.

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**MARY J. WILLIAMS**  
101 PARK PLACE  
YOURTOWN, USA 12345

Date \_\_\_\_\_ 1151

54-0014/0114  
BRCH76

Pay to the order of \_\_\_\_\_ \$ **VOID**

Dollars Security Features Detailed On Back.

**St. Mary's Bank**  
MANCHESTER, NEW HAMPSHIRE [www.stmarysbank.com](http://www.stmarysbank.com)

Minimum Check Amount \$300.00

Memo \_\_\_\_\_ **NON-NEGOTIABLE**

**011400149** **0000000000** 1151

**Routing Number** **Account Number**



# St. Mary's Bank

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## Direct Deposit Enrollment cont.

New Request

Change Request

Use this form to notify your employer (or any other non-governmental organization that regularly sends a payment to you) that you want the proceeds deposited directly into the St. Mary's Bank accounts specified below.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby authorize (company/organization) \_\_\_\_\_, hereinafter called "Originator", to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit error to my account(s) indicated below and the depository institution named below, hereinafter called "Depository", to credit and/or debit the same to such account.

### PRIMARY ACCOUNT

#### Depository Name (Bank)

St. Mary's Bank  
P.O. Box 990, Manchester, NH 03105  
1.888.786.2791

#### Account Type

Checking  Savings  
Account No. \_\_\_\_\_

#### Routing Number

011400149

#### Amount to Deposit

Net pay  \$ \_\_\_\_\_ (fixed amount)

If the Originator allows direct deposit to more than one account, I elect to have part of my proceeds put into the following account:

### OPTIONAL SECONDARY ACCOUNT

#### Depository Name (Bank)

St. Mary's Bank  
P.O. Box 990, Manchester, NH 03105  
1.888.786.2791

#### Account Type

Checking  Savings  
Account No. \_\_\_\_\_

#### Routing Number

011400149

#### Amount to Deposit

Net pay  \$ \_\_\_\_\_ (fixed amount)

This authority is to remain in full force and effect until Originator has received written notification from me of its termination in such time and in such manner as to afford Originator and Depository a reasonable opportunity to act on it.

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

Please make additional copies of this form as needed, or download forms from [www.stmarysbank.com](http://www.stmarysbank.com).



# St. Mary's Bank

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## Automatic Payment Change Request

Do you make automatic payments from your checking account? If you do, you will want to notify these organizations to begin deducting the payments from your new St. Mary's Bank checking account.

Complete the form below, detach and include in an envelope with a voided check or voided deposit slip from your St. Mary's Bank account. Mail it to the appropriate companies or organizations you have authorized to make withdrawals from your account.

While most companies accept this form, there may be some that require you to complete their own change request form.

## Automatic Payment Change Request

To (Payee Name) \_\_\_\_\_ Account Number \_\_\_\_\_

Payee Address \_\_\_\_\_

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

I have opened a new account at St. Mary's Bank. Please change your records so that my electronic payments to you are deducted from my new account.

SMB Routing Number: **011400149**

SMB Bank Account No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

ROBERT A. WILLIAMS  
MARY J. WILLIAMS  
101 PARK PLACE  
YOURTOWN, USA 12345

Date \_\_\_\_\_ 1151

54-0014/0114  
BRCH76

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

VOID

St. Mary's Bank  
MANCHESTER, NEW HAMPSHIRE www.stmarysbank.com

Memo \_\_\_\_\_

NON-NEGOTIABLE

Routing Number Account Number

Please make additional copies of this form as needed, or download forms from [www.stmarysbank.com](http://www.stmarysbank.com).

## Request to Close Account Notice

To: **Current Financial Institution**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please close the account(s) noted below and mail the balance, including any accrued interest, to:

- Me, at the above address
- St. Mary's Bank  
P.O. Box 990  
Manchester, NH 03105

St. Mary's Bank account number to be credited: \_\_\_\_\_

(Please reference my St. Mary's Bank account number on the check.)

- Please discontinue bill pay services

<b>Type of Account Account Number</b>	<b>Authorization</b>
<input type="checkbox"/> Checking Account  Account Number _____	I hereby authorize the closure of my account. All my checks have cleared the account to be closed, and all direct deposits and automatic payments have been stopped.  Signature _____ Date _____  Joint Owner _____ Date _____

<b>Type of Account Account Number</b>	<b>Authorization</b>
<input type="checkbox"/> Savings/Money Market Account  Account Number _____	I hereby authorize the closure of my account. All my checks have cleared the account to be closed, and all direct deposits and automatic payments have been stopped.  Signature _____ Date _____  Joint Owner _____ Date _____



# St. Mary's Bank

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## ***Switch to St. Mary's Bank Bill Pay and Never Miss Another Payment!***

St. Mary's Bank offers **FREE** online banking with bill pay when you have a Beyond Free or Beyond Rewards checking account.

You can sign up for these services in person at any St. Mary's Bank branch, online at [www.stmarysbank.com](http://www.stmarysbank.com) or over the phone by calling toll-free at 1.888.786.2791.

With our secure online banking and bill pay services, you can view your account balances, transfer funds between accounts, make loan payments, review account activity and pay bills directly out of your St. Mary's checking account—all from the convenience of your home. Just set up a payee list and schedule payments, and we'll send them for you.

If you like, we'll even help you get started. Once you receive your bill pay login information, simply set up an appointment with one of our Sales and Service Representatives and bring your most common bills to any branch location. We will be happy to show you just how easy it is to pay them online.

There are no checks to write and no stamps to buy—it's a quick, easy and convenient way to get your bills paid on time.