



Switch Kit

PEOPLES TRUST
Company

The bank with a *heart.*



Member FDIC





Switching your accounts to People's Trust Company is *as easy as 1-2-3!*

Follow the three easy steps below to ensure all of your account transactions are successfully moved to your Peoples Trust Company account.

Step 1: Review your account activity

Using the checklist enclosed, take an inventory of any account activity on your account statement that is occurring automatically. This can include automatic payments to any of your payees, and direct deposits from your employer or other company. If you have provided your old routing and account number, you will need to notify these companies of the change.

Step 2: Complete the Automatic Payment and Direct Deposit Forms

For each payee charging your account, notify them using the Automatic Payment Change form. Print as many copies of the form as you will need. Send this form to your payee and they will update your account number for future charges. Note: It is recommended you leave your old account open until you have verified the change has been made.

For each company depositing funds to your account, notify them using the Direct Deposit Change form. Print as many copies of the form as you need. Provide this form to your employer and/or any other company making automatic deposits. Note: It is recommended you leave your old account open until you have verified the change has been made. Sometimes the depositing company will contact you for additional documentation.

For new direct deposit requests, complete the Direct Deposit Enrollment form. Provide this form to your employer or other company in order to have funds automatically deposited to your account.

Step 3: Complete Account Closing and Credit Payoff Request Forms

The Account Closure Request form will notify your existing financial institution of your intent to close your account(s) and will authorize them to transfer any remaining balances to your new Peoples Trust Company account, or send you a check.

The Credit Payoff Request form can be used to notify and authorize any creditors to use the funds you enclose to pay off and close a credit card, loan, or line of credit.

Additional products and services

We would be happy to assist you with transferring IRA assets, opening a Safe Deposit Box, and applying for a personal, residential or commercial loan in order to move these account types to Peoples Trust Company. Please contact an Account Servicing Representative at 802-524-2196 or 800-479-2196, or your personal lender/branch representative to assist you with the necessary steps to facilitate this process.

Thank You

Thank you for banking with Peoples Trust Company! If you have any questions or concerns, feel free to contact an Account Servicing Representative or your personal lender/branch representative at 802-524-2196 or toll free at 800-479-2196. We appreciate your business and look forward to serving you for all your banking needs.

PEOPLES TRUST Company

Switch Kit

Your PTC Account Number _____

PTC Routing Number 011600567

Account Type Checking/Money Market

Savings

AUTOMATIC PAYMENT CHECKLIST

Mortgage/Rent

Electric

Insurance

Water/Sewer

Gas/Heat

Telephone - Home/Cell

Auto Loans

Garbage

Credit Cards

Internet

Cable/Dish/TV

Investments/Retirement

Other debits/transfers _____

DIRECT DEPOSIT CHECKLIST

Employee Payroll

Investment Income/Other

Pension/Retirement Plan

Social Security

Contact local Social Security Office at 877-840-5776 or TTY 800-325-0778, or complete Direct Deposit Change form and mail or fax to local office. Fax: 802-658-5635

ACCOUNT CLOSING CHECKLIST

Checking

Account(s): Club Savings: _____

Money Market

Account(s): Certificates of Deposit: _____
Maturity Date: _____

Savings Account(s): _____

Other: _____

CREDIT PAYOFF CHECKLIST

Credit

Card(s): Personal Loan(s):

Overdraft Line of Credit:

Auto Loan(s):

Other Line of Credit: _____

Other Loan(s): _____

PEOPLES TRUST Company

For each automatic payment that is being changed, complete the Automatic Payment Change Request and detach. Provide the completed form to the company that receives your electronic payment.

Automatic Payment Change Request

To Company: _____

This notice is to inform your company that I am changing the account that should be debited for future automatic payments, effective immediately.

Name: _____ Company Acct Number: _____

Financial Institution Information

New Financial Institution: PEOPLES TRUST COMPANY Routing/ABA Number: 011600567

New Account Number: _____ Account Type: Checking/Money Market Savings

For reference purposes

Previous Financial Institution: _____ Previous Account Number: _____

Please contact me at the phone number listed below with any questions regarding this change.

Signature

Phone Number

Automatic Payment Change Request

To Company: _____

This notice is to inform your company that I am changing the account that should be debited for future automatic payments, effective immediately.

Name: _____ Company Acct Number: _____

Financial Institution Information

New Financial Institution: PEOPLES TRUST COMPANY Routing/ABA Number: 011600567

New Account Number: _____ Account Type: Checking/Money Market Savings

For reference purposes

Previous Financial Institution: _____ Previous Account Number: _____

Please contact me at the phone number listed below with any questions regarding this change.

Signature

Phone Number

PEOPLES TRUST Company

For each direct deposit you wish to change to your new PTC account, complete the Direct Deposit Change Request and forward it to the company that is depositing funds to your account. Note: For Social Security deposits, refer to the checklist for department contact information.

Direct Deposit Change Request

To Company: _____

This request is to notify you of a change to my direct deposit account information.

Name: _____ Social Security # _____

Address: _____ Employee #, if any: _____

_____ Phone # _____

Please update my direct deposit information upon receipt of this request. Below is my new bank account information.

New Financial Institution: Peoples Trust Company Account Type:

New Routing Number: 011600567 Checking/Money Market

New Account Number: _____ Savings

For reference purposes

Previous Financial Institution routing number: _____

Previous Account Number: _____

I understand that this authorization will replace any previous, and will remain in full force until I provide written notification to you of its termination, in such time and manner to afford the company and financial institution reasonable opportunity to act on the request.

I have attached a voided check to this form if required.

Please contact me at the phone number listed above with any questions regarding this change.

Signature

Date

PEOPLES TRUST Company

Complete this form to request a new direct deposit into your Peoples Trust Company account. Attach a voided check and provide the form to your employer or company to initiate automatic deposits. *For Social Security deposits, please see an Account Servicing Representative to complete the Go Direct Enrollment form.

Direct Deposit Enrollment Request

To Company: _____

I hereby request and authorize the above company to initiate automatic deposits to my account at Peoples Trust Company. I acknowledge that the origination of these entries must comply with U.S. Law.

Personal Information

Name: _____ Social Security # _____

Address: _____ Employee #, if any: _____

_____ Phone # _____

Type of Deposit

- Payroll Retirement/Annuity
 Dividend Other: _____
Excluding Social Security

Account Information

Financial Institution: Peoples Trust Company Account Type:
Routing Number: 011600567 Checking/Money Market
Account Number: _____ Savings

A voided check is attached to this request.

I understand that this authorization will remain in full force until I provide written notification to you of its termination, in such time and manner to afford the company and financial institution reasonable opportunity to act on the request.

Please contact me at the phone number listed above with any questions regarding this request.

Signature

Date

PEOPLES TRUST Company

Complete this form to request a new direct deposit into your Peoples Trust Company account. Attach a voided check and provide the form to your employer or company to initiate automatic deposits. *For Social Security deposits, please see an Account Servicing Representative to complete the Go Direct Enrollment form.

Direct Deposit Enrollment Request

To Company: _____

I hereby request and authorize the above company to initiate automatic deposits to my account at Peoples Trust Company. I acknowledge that the origination of these entries must comply with U.S. Law.

Personal Information

Name: _____ Social Security # _____

Address: _____ Employee #, if any: _____

_____ Phone # _____

Type of Deposit

- Payroll Retirement/Annuity
 Dividend Other: _____
Excluding Social Security

Account Information

Financial Institution: Peoples Trust Company Account Type:
Routing Number: 011600567 Checking/Money Market
Account Number: _____ Savings

A voided check is attached to this request.

I understand that this authorization will remain in full force until I provide written notification to you of its termination, in such time and manner to afford the company and financial institution reasonable opportunity to act on the request.

Please contact me at the phone number listed above with any questions regarding this request.

Signature

Date

PEOPLES TRUST Company

For each account you wish to close, complete the Account Closure Request and detach. Provide the completed form to your current financial institution.

Account Closure Request

To Financial Institution: _____ **Date:** _____

I request that my account listed below be closed, and any remaining funds sent by check to:

- Me, at the address listed below Peoples Trust Company FBO [my name]. Please reference my new account number in the Memo Area. The bank address is listed below.

My Name & mailing address: _____

Acct Number: _____

Close upon Receipt Close at Maturity

New Financial Institution Information

New Financial Institution: PEOPLES TRUST COMPANY New Account Number: _____
Mailing address: P.O. BOX 320
ST ALBANS, VT 05478

Please contact me at the phone number listed below with any questions regarding this request.

Signature

Phone Number

Account Closure Request

To Financial Institution: _____ **Date:** _____

I request that my account listed below be closed, and any remaining funds sent by check to:

- Me, at the address listed below Peoples Trust Company FBO [my name]. Please reference my new account number in the Memo Area. The bank address is listed below.

My Name & mailing address: _____

Acct Number: _____

Close upon Receipt Close at Maturity

New Financial Institution Information

New Financial Institution: PEOPLES TRUST COMPANY New Account Number: _____
Mailing address: P.O. BOX 320
ST ALBANS, VT 05478

Please contact me at the phone number listed below with any questions regarding this request.

Signature

Phone Number

PEOPLES TRUST Company

For each loan or credit card account you wish to pay off and close, complete the Credit Payoff Request and enclose a check for the balance owed. Forward this form to the company that services your account.

Credit Payoff Request

To Company: _____ **Date:** _____

Enclosed you will find a check for the balance of my account. Please use these funds to pay off my account with your company.

Account Type: Credit Card Loan - Loan Type: _____
 Line of Credit Other: _____

Account Number: _____

Payoff Amount: \$_____ Payoff Date: _____

Account Name(s): _____

Please contact me at the phone number listed below with any questions regarding this payoff request.

Signature

Phone Number

Please send receipt of my account closure/payoff to me at the address below:

Name: _____

Address: _____
