

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. 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

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.