



# smart banking easy switch kit

We make switching to Legacy Banks  
nice and easy...every step of the way.

- Step 1: New Account Information** – This contains all the information we'll need to establish your account.
- Step 2: Account Closing Letter** – This form is all ready for you to fill in the blanks and sign; it notifies your old bank about the accounts you are closing and gives directions for disbursement of any remaining funds.
- Step 3: Direct Deposit Request** – Direct Deposit simplifies everything! This form can be sent to your employer or other payment source, so your funds can be automatically deposited to your accounts each pay period. Nice and convenient. And, if you already have your Direct Deposit going else where, you can simply switch it to your new Legacy Banks account.
- Step 4: Automatic Payment Cancellation Letter** – Sign this prepared form and send it to each of your vendors to switch any automatic payments so they'll come out of your new Legacy Banks account.

**But what do I do with my....**

**Unused checks and debit card** – bring them in; we'll recycle them for you!

**Former bill payment account** – bring us a list of your payees, and we'll help you set them up!

If you have any questions or need assistance, we are happy to help. Simply call our Customer Service Call Center at 800-292-6634 or stop by any one of our conveniently located offices, and our friendly staff will guide you through the easy steps to switch your accounts to Legacy Banks.

Please note that Primary and Joint account holders will need to sign an official account form in person at a Legacy Banks office before the account can be opened. For your own account security, we'll also need to photocopy your driver's license(s), or other form of ID, so we can have it on file to accurately identify you in the future. (The purpose of this questionnaire is to begin the application process. All applications are subject to approval.)

Did you know you can open Legacy Banks accounts online?  
Go to [www.smartbanking.legacybanks.com](http://www.smartbanking.legacybanks.com)

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## smartbanking Easy Switch Kit — New Account Information

### Individual Account

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Email Address

### Joint Account

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address (if different)

\_\_\_\_\_  
City, State, Zip (if different)

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Email Address

### Primary Account Holder Information

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Mother's Maiden Name

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Position

### Joint Account Holder Information

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Mother's Maiden Name

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Position

I would like to open:

Smart Banking Silver Account    Smart Banking Gold Account    Smart Banking Platinum Account

I/we would like an ATM/CheckCard. # of cards: \_\_\_\_\_

I/we would like transfer capabilities at the ATM and online.

I/we would like free online access to account(s).

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## smartbanking Account Closing Request

To: \_\_\_\_\_

From: Primary Account Holder \_\_\_\_\_

Social Security Number \_\_\_\_\_

Secondary Account Holder \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Please close the following account(s) with your institution:

Account Type	Account #	Send Payment At Once	Defer Payment Until Close of Interest Period

(NOTE: If closing out a passbook account, please include passbook with this letter.)

Pay to the order of: Legacy Banks F/B/O  
 Together with all interest or dividends that may have become due on above listed accounts.

Forward funds to: Legacy Banks  
 PO Box 1148  
 Pittsfield, MA 01201

Primary Account Holder Signature: \_\_\_\_\_

Secondary Account Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## smartbanking Direct Deposit Request

To: \_\_\_\_\_  
 From: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State, Zip: \_\_\_\_\_  
 SSN: \_\_\_\_\_

(NOTE: For **Social Security Direct Deposit**, we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or signing up online at [www.ssa.gov/deposit/](http://www.ssa.gov/deposit/).)

Please send an automatic direct deposit to:

Legacy Banks	Bank Routing & Transit Number:
99 North St.	211870812
PO Box 1148	
Pittsfield, MA 01202-1148	
800-292-6634	

Please discontinue sending my automatic direct deposit to

(Previous Financial Institution): \_\_\_\_\_

Account #: \_\_\_\_\_

Please begin sending the same deposit to Legacy Banks

Deposit \$ \_\_\_\_\_ OR entire amount to Checking Account #: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ OR entire amount to Savings Account #: \_\_\_\_\_

I authorize:

- i. above listed entity to initiate deposit of my funds to my Legacy Banks Checking Account.
- ii. Legacy Banks to credit entries to my account.
- iii. this authorization to remain in effect until I send written notice of change or cancellation.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

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## smartbanking Automatic Withdrawal Transfer

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State, Zip: \_\_\_\_\_

Please be advised that I have recently changed banks and will need to have my automatic withdrawal switched from my old account to my new account with Legacy Banks. The automatic withdrawal is being applied to the following account, which I have with your organization:

Account # with Company: \_\_\_\_\_  
Debit Amount: \$ \_\_\_\_\_

I currently have my automatic debit coming out of the following account:

Financial Institution: \_\_\_\_\_  
Account #: \_\_\_\_\_  
ABA Routing #: \_\_\_\_\_

As soon as possible, I would like this automatic debit redirected to my new account with Legacy Banks as follows:

Account #: \_\_\_\_\_  
ABA Routing #: 211870812

If you have any questions, please call me at: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_