

switching your accounts is easy.

This Switch Kit makes transferring your accounts simple. Just follow these steps to close your old accounts and transfer your balances to your new accounts here at Severn Savings Bank.

Closing Your Old Accounts.

- Leave your old personal accounts open for at least 30 days, and 60 days for business accounts, so any outstanding checks or direct deposits can clear.
- Leave a small amount of money in your old account to cover any outstanding checks or automatic payments, and to cover any service or maintenance fees. If your old account has a minimum balance requirement, you may want to leave enough money in the account to cover that minimum to avoid additional fees.
- Closing your old accounts. Most banks, credit unions and other financial institutions require your original signature to close your accounts. (NOTE: this does not mean you have to go to your old bank and close your account(s) in person.) Most banks have a correspondence center which will take your account closing request by mail. You can request your account funds in a cashier's check or an official bank check. To make this easy for you, we've supplied an account closing form letter in this kit for your use.
- Destroy your old bank checks and cut up ATM and/or debit cards. You want to make sure you don't write a check or make any changes against your old account.

Opening Your New Accounts.

- Contact your billers. If you have automatic debits, payments, or you pay your bills online, it's important for you to provide your billers with your new bank account information. For business accounts you'll also want to contact your payroll services provider, merchant card services or wire originators. You'll need to provide them with the name, account number, location and routing number of your new account(s). To assist you, we've enclosed a listing of local billers with instructions for contacting them and our ABA routing number, in this kit.
- Arrange for direct deposits to be sent to your new Severn Savings Bank account. Just call, or complete a simple form to let your employer or direct deposit originator know that your direct deposits (such as your paycheck) should be routed to your Severn Savings Bank account. It usually takes one full pay period for direct deposit changes to go into effect, so please verify your information to ensure that your first deposit is made correctly.



account closing

Use this letter to close your previous **CHECKING** account.

To: _____ **Date:** _____
(Bank Name)

Address: _____

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

From: _____
(Name)

Address: _____

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

I wish to close my **Checking account**. The account number is _____.

My Social Security Number/Employer Identification Number is _____.

Please send a check in the amount of my account balance to my address, as listed above. If you have any questions, please contact me at _____.

Thank you for your help in this matter.

Sincerely,

(Signature)



account closing

Use this letter to close your previous **SAVINGS** account.

To: _____ **Date:** _____
(Bank Name)

Address: _____

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

From: _____
(Name)

Address: _____

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

I wish to close my **Savings account**. The account number is _____.

My Social Security Number/Employer Identification Number is _____.

Please send a check in the amount of my account balance to my address, as listed above. If you have any questions, please contact me at _____.

Thank you for your help in this matter.

Sincerely,

(Signature)



direct deposit

authorization form

To: _____
Company Name/Employer

I authorize you to electronically deposit my net pay each pay period to the Severn Savings Bank account listed below:

Select one of the following:

- ? Checking (Attach a voided Severn Savings Bank check)
- ? Statement Savings (Bank will provide authorization letter)

Account Number: _____

ABA/Routing Number: _____

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

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number (if required by employer): _____

Employee Number (if applicable): _____

Signature (required): _____ Date: _____

When you have completed this form, either hand-in or mail it to your employer's payroll department. Contact your employer or income source to make sure no other special forms are required.

I/We authorize the COMPANY (named above) to initiate credit entries and, if necessary, to initiate any debit entries to correct an erroneous credit entry to my/our account at the DEPOSITORY (identified above), for the purpose of automatically depositing funds to my/our account. I/We acknowledge that the origination of these transactions must comply with the provisions of U.S. law.

I/We understand that this authorization replaces any previous authorization and will remain in full force and effect until the COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the COMPANY and DEPOSITORY a reasonable opportunity to act on it.



automatic

payments/transfers form

This handy worksheet will help you keep track of the automatic payments you have authorized third parties to make from your new Severn Savings Bank account. Please keep this information in a safe place so it can be referenced at any time.

Types of Payments or Transfer	Billor or Provider Name	Payee Account Number	Payment Method	Payment Withdrawal/ Send Date	Payment Amount
MasterCard Credit Card	First USA	1234567891234567	Automatic Debit	3rd of month	\$200.00
Mortgage/Rent					
Auto Loan/Lease					
Insurance (auto, home, life, etc.)					
Electric					
Gas/Oil					
Water					
Telephone					
Cellular Phone					
Cable/Satellite TV					
Internet Provider					
Memberships (health club, auto, other)					
Transportation/Parking					
Credit Cards					
Department Store Cards					
Loans (personal, student, other)					
Savings/Investments/IRA/529					
Social Security					



online banking

registration information

Take advantage of the convenience of online banking.

With our Online Banking System, you can:

- View account balances
- Make inquiries, including interest earned and checks cleared
- Verify deposits and withdrawals
- Transfer funds* between Severn checking and money market accounts
- Pay Severn loans from your Severn checking or money market accounts
- Print statements
- Access BillPay to pay bills online

Start saving time and money today and sign up now with our Online Banking System. It's easy, secure and there's no software to install on your computer. Stop by one of our convenient branch locations or call our toll free customer service line at 800.752.5854. You can also visit our website to sign up - Visit severnbank.com and click on Personal Online Banking to sign up today. You will need the following information when you register::

- First & last name
- Tax ID/SSN
- Account Number
- Birth date
- Email address

** Any transfer transactions after regular business hours may not be processed until the next business day. For your protection, the Severn system will only allow you to transfer funds between accounts with the same primary owner.*



contact

Use the contact information below, along with the enclosed forms, to set up (or transfer) your automatic payments. We've included contact information for local utilities, phone companies and cable and satellite television companies for your convenience. You may need the following information to enroll or change your automatic payments:

- Your customer number at these utilities
- Your new Severn Savings Bank contact information (address, phone number, etc..)
- Checking account number
- Severn Savings Bank's routing number: 255071444
- A voided check from your new Severn Savings account

	Online	Consumer Accounts	Business Accounts
UTILITIES			
BGE	www.bge.com	410-685-0123	410-265-4100
PHONE			
AT&T	www.att.com	800-288-2747 (local) 800-222-0300 (local long distance)	800-411-4001 (local) 800-222-0400 (local long distance)
MCI	www.mci.com	888-642-5622 (local) 800-444-3333 (local long distance)	Please visit website for various numbers
Sprint	www.sprint.com	888-723-8010 (local) 800-877-4646 (local long distance)	800-786-6272
Verizon	www.verizon.com	888-780-3962	800-356-2355
Verizon Wireless	www.verizonwireless.com	800-922-0204	800-922-0204
CABLE			
Comcast	www.comcast.com	800-266-2278	800-266-2278
Verizon Fios	www.verizon fios.com	800-837-4966	888-804-0875
Dish Network	www.dishnetwork.com	800-333-3474	800-333-3474
Direct TV	www.directtv.com	800-347-3288	800-200-4388
Millennium Digital Media	www.mdm.net	410-987-9300	410-987-9300
PERSONAL			
Social Security	www.socialsecurity.gov	800-772-12	N/A

Need help setting-up or transferring automatic payments in your new account?
Contact one of our convenient branches or call our toll-free line at 800-752-5854.

