

Switching is easier *here*.

We know that switching your checking account from there to here can be time consuming, so we've put together this switch kit to make it as easy as possible. Just follow these simple guidelines and complete the attached form to close your old account.

Closing Your Old Account

First, stop using your old checking account, but keep enough funds in it to cover any outstanding checks, automatic withdrawals and automatic payments.

Verify that your last check, automatic withdrawal and automatic payment has cleared. Once they have, you are ready to close your old account by completing the attached "Close Account Request Form."

Need help? Just visit any Bethpage branch office and we will be happy to complete the switch kit forms for you. We'll even mail them for you, free of charge.

Transferring Online Banking Payees

Do you use your old bank to pay bills online via their website? If you do, you'll want to sign up for Bethpage Online Banking and Bill Pay.

- Log on to your old bank's online banking site and select the option to view your payees
- Print the details to use when you set up your Bethpage Bill Pay service
- Cancel recurring payments from your old bank to avoid paying a bill twice

If you have any questions, please don't hesitate to call our Member Service Line at 800-628-7070.

800-628-7070

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Close Account Request Form

Other Financial Institution Name

Address

City

State

Zip

To Whom It May Concern:

Please accept this letter as authorization to close account # _____ at your institution and send a check for the remaining balance to my address below. If you have questions, please contact me at _____.

I understand that I will need to verify that all outstanding payments and deposits have cleared before the account is closed. I have already made arrangements to switch any automatic debits and deposits I have associated with this account.

Thank you.

Owner Signature

Printed Name

Date

Joint Owner Signature

Printed Name

Date

800-628-7070

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Mailing Address

Name: _____

Address: _____

