



## EASY SWITCH PACKET

Have you been thinking about switching your accounts to Mascoma Savings Bank, but were afraid it would be too difficult to disconnect from your old financial institution? The Personal Bankers at Mascoma Savings Bank and this “Easy Switch Kit” can help.

In this packet you will find documents that you can personalize and send to your employer and other businesses that you may have electronic payments set up at. These documents will alert them that you have changed your deposit account.

Here is all you need to do:

1. Open your new account at Mascoma Savings Bank. You can do so online by going to [www.mascomabank.com/open-account](http://www.mascomabank.com/open-account) or you can go into any of our branches and meet with a Personal Banker.
2. Make a list of all of the automatic payments and deposits that are scheduled to go in and out of your old account each month. If you have payments set up to come out of your account from your old Financial Institution’s Internet Banking/Bill Payer service, be sure to write down the payee information that you have created in Bill Payer.
3. If you have direct deposit from an employer, fill out the “Direct Deposit Easy Switch Form” in this packet and give it to the Human Resources Department of your employer. This form will notify them to reroute your paycheck into your new Mascoma Savings Bank account. Find out from your employer when the first deposit will occur into this account.
  - a. If you have direct deposit from Social Security, you will need to contact the Social Security Office for your state.
    - i. Vermont residents contact:  
866-690-1944  
330 ASA Bloomer State Office Building  
Rutland, VT 05701
    - ii. New Hampshire residents contact:  
877-405-7658  
177 Main Street  
Littleton, NH 03561
4. Once you know when your first deposit will occur, reschedule each automatic payment or debit to come out of your new account. You can do this by filling out the “Automatic Payment Easy Switch Form” in this packet. You will want to fill out a separate form for each automatic debit that you have coming out of your old account. Mail this form to the company/business that the payments go to. Make sure to ask them what date the change will take place.
  - a. If you used Internet Banking/Bill Payer at your old bank and had payment schedules set up in Bill Payer, you will want to be sure to stop those payments and you will want to set up your payees and payment schedules in your new Internet Banking/Bill Payer service at Mascoma Savings Bank.
5. Leave a small amount of cash in your old checking account for at least one more month.
6. Once you’re sure all automatic payments and all direct deposits are coming and going from your new account, you can notify your old bank to close out your old account. You can do so by contacting your old bank and following their procedures for closing an account. Make sure to obtain written confirmation that your account is closed.

If you have any questions or concerns throughout this process please feel free to contact Mascoma Savings Bank at 603-448-360 or 888-MASCOMA (627-2662).