



***Switching to a Tompkins Mahopac Bank checking account  
has never been easier with our SWITCH KIT.***

**1. Open your new Tompkins Mahopac Bank checking account.**

You can open an account by visiting any of our convenient locations.

**2. Stop using your old account.**

Let all of your checks clear through your old checking account. Bring any unused checks to our branch and we will replace them with checks for your new account at no charge. Destroy any unused ATM and debit cards and deposit slips.

**3. Move your Direct Deposits to Your New Account.**

Once your checking account is opened, you will want to change any direct deposits to your new account. You will need to inform companies who make direct deposits on your behalf to use the new account number. (Your new account number is nine digits.)

You can use the [Payroll Direct Deposit Authorization Form](#) to notify these companies of the change. Print one form for each direct deposit, fill it out and send it to the company making the deposit.

**For Social Security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213.**

**4. Move your Automatic Withdrawals to Your New Account.**

You will want to change any automatic payments that are being debited from your old account. You will need to notify the companies making those debits of the change in accounts.

You can use the [Automatic Withdrawal/Deposit Switch Form](#) to notify these companies of the change. Print one form for each company making an automatic withdrawal/deposit, fill it out and send to the company making the payment/deposit.

**5. Close Your Old Account.**

You can send a written notice to close your old checking account using the [Account Closing Form](#). There may be charges associated, so you may want to ask how to avoid the charge.

If, after all your checks have cleared, you have a remaining balance, your old bank will send you a check for the remaining balance or you can have it sent directly to Tompkins Mahopac Bank. You can calculate your remaining balance by using the [Account Balance Worksheet](#).

**6. New Account Conversion Checklist.**

Use our [checklist](#) to keep track of your switch process.

**Call your local Tomkins Mahopac Bank office  
if you have any questions regarding your switch to Tompkins Mahopac Bank  
or bring any paperwork to the branch, and we will help you fill it out.**

***Thank you for choosing to bank with us.***