

## A Guide To Seamlessly Switching Your Accounts To Eastern Savings Bank!

When it comes to banking, we know you have many choices. We also understand that switching banks can be somewhat inconvenient. That's why we're providing you with a few simple forms and step-by-step instructions to help make the process a little easier. As a customer of Eastern Savings Bank, you have our commitment that we'll work with you to help meet your financial needs today and in the years to come.

### Follow these five steps to complete a smooth transfer of your business banking activity to Eastern Savings Bank.

- 1** **Begin using your new Eastern Savings Bank business account(s)**

You've made a great decision in opening your new ESB business account. The next step is to begin using it. Get started by completing these two initial account activities.

  - First, ensure that the account is funded with enough money to support your upcoming activity and cash flow needs.
  - Second, setup and access your ESB online banking account. Having access to your account online will provide easy account management and help ensure proper management as you transition between banking relationships.
  - Access your account at [Easternsavingsbank.com](http://Easternsavingsbank.com). If you do not have an account, contact us today for help getting setup.
- 2** **Stop using your old business account**

Keep your old bank account(s) open and adequately funded. Monitor your current, outstanding payment activity (checks written and enrolled direct debits) from your old bank account to track when written checks have cleared and your auto payments have been converted. This will ensure no payments are bounced during your conversion. Avoid writing new check payments from your old account now that your ESB account is opened.

Remember to securely dispose of your remaining unused checks and deposit slips from your old bank account. Also securely destroy any debit and/or ATM cards.
- 3** **Switch your recurring payment activity**

Redirect any automatic payments (ACH transactions) to/from your new ESB account within 30-days to help minimize interruptions. Compile a list of your incoming deposits and automatic outgoing payments.

  - Incoming deposits (credits): Notify the vendors and merchants who send you automatic payments of your new Eastern Savings Bank account information.
  - Outgoing payments (debits): Update payment information for services that are setup to be automatically debited from your account (such as utility bills, vendor payments, subscription services, etc). Make sure those payments are made from your new ESB business checking account.
- 4** **Notify your key professional service providers**

Inform your business partners (accountant, bookkeeper, attorney, insurance agent, etc.) of your switch to a business account at Eastern Savings Bank. Provide them with any necessary account information within 30 days to minimize interruptions or confusion.
- 5** **Close your old business account(s)**

Once you are certain all outstanding checks have cleared, and all automatic payments and direct deposits are successfully being deducted or credited from your new ESB account, you may now act on closing your old bank account(s).

**Once again, welcome to Eastern Savings Bank.** We look forward to serving your financial needs in the years ahead. If you have any questions, we are always available for assistance. Contact us at **800.787.7ESB** or visit any Eastern Savings Bank branch where a manager will be happy to assist you.

# BUSINESS BANKING

## Account Transfer Manager



**EASTERN SAVINGS BANK®**  
Established 1905

Use this worksheet to keep track of all the information you need to switch automatic payments and deposits to your new Eastern Savings Bank account. This worksheet is purely for your reference. If you have any questions, call us at 800.787.7ESB, contact your Eastern Savings Bank Relationship Manager, or visit an Eastern Savings Bank branch where a manager will be happy to assist you.

NEW Eastern Savings Bank Routing Number: 252070639

NEW Eastern Savings Bank Account Number: \_\_\_\_\_

### Old Accounts to Close

Bank Name	Routing Number (9 digits)	Account Type (Checking, Savings, etc.)	Account Number	Account Closed?

### Outstanding Checks to Clear

Check Payable to:	Amount	Amount: Bank/Account Number	Check Cleared?

### Automated Payments to Transfer

Company/Payee	Payment Frequency or Recurring Date	Amount	Date "Account Transfer Letter" Mailed	Status?

### Merchant Transaction Accounts to Transfer

Merchant Services Provider	Date "Account Transfer Letter Mailed"	Status?

# BUSINESS BANKING

## Scheduled Payment Transfer Letter



**EASTERN SAVINGS BANK®**

Established 1905

Current Bank Account Number (Non-Eastern Savings Bank Institution):

---

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

### To Whom It May Concern:

This letter is to authorize you to redirect my scheduled payment for the above account number to my new Eastern Savings Bank business account as instructed below. Attached you will find a voided check from my new Eastern Savings Bank business checking account.

Account Type:       Checking                       Savings  
Effective:             Immediately                       Beginning \_\_\_\_\_

### My NEW Eastern Savings Bank account information:

NEW Eastern Savings Bank Routing Number: 252070639

NEW Eastern Savings Bank Account Number: \_\_\_\_\_

### If you have any questions about this request, please contact me at:

Phone number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

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

# BUSINESS BANKING

## Account Closing Letter



**EASTERN SAVINGS BANK®**  
Established 1905

Current Bank Account Number (Non-Eastern Savings Bank Institution):

---

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

### To Whom It May Concern:

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all currently scheduled debits and credits to my account.

Account Type (Checking, Savings, etc.)	Account or Card Number

Please forward all remaining funds to me at the following address:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If you have any questions about this request, please contact me at:

Phone number: \_\_\_\_\_

Thank you.

Sincerely,

\_\_\_\_\_  
Authorized Signature:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

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