

Quick Reference Guide to Switching your Checking Account to Merchants Bank

Switching your account to Merchants can be as easy as 1, 2, 3!

Step 1

Gather information

- Current account number
- Current bank routing number
- Identify outstanding checks and auto-matic transactions

Step 2

Let us help you. For each account owner, you will need:

- Driver's license or State ID card
- Social security card
- Date of birth
- Home address and phone number

Step 3

Change auto deposits or payments. Helpful information to have handy:

- Merchants Bank routing number (091900193)
- New account number _____
- Old account number _____
- Old Bank routing number _____
- Last three months of bank statements
- Recent bills for automatic payments (*the form to change the payment may be on the back of the bill itself*)

Checking related products you may be interested in:

[Merchants debit card](#)
[Overdraft protection](#)
[Online banking with bill pay](#)
[eStatements](#)
[Mobile Banking](#)

Examples of auto payments or withdrawals that you may need to switch:

- ✓ Payroll
- ✓ Social security
- ✓ Disability payments
- ✓ Insurance premiums
- ✓ Cable bills
- ✓ Utility bills (water, gas, electric)
- ✓ Gym memberships
- ✓ Homeowner's association dues
- ✓ Interest or dividend payments
- ✓ Cell phone payments
- ✓ Mortgage or other loan payments
- ✓ Annual or semi-annual automatic transactions such as income tax refunds or payments, or safe deposit box payments
- ✓ Online banking bill payments
- ✓ Church contributions
- ✓ Websites like Amazon, iTunes or PayPal

Other helpful links:

- [Social Security Direct Deposit](#)
- [Benefits of a Merchants Bank Visa ScoreCard Credit Card](#)
- [Merchants Personal Online Banking demo](#)
- [Merchants Business Online Banking demo](#)
- [Merchants Telephone Banking](#)
- [Contact Us](#)
- [Merchants Bank Locations and Hours](#)

TIP: If possible, gather the phone numbers from these companies. Often times they are included on last billing statement you received from them. If you don't have your last billing statement, don't worry. We'll find the information together.

Close your old account when you are sure your direct deposits have been switched to your new account and all your outstanding checks and check card transactions have cleared.

TIP: Shred your unused checks and destroy your old check card, or bring them to Merchants Bank and we will destroy them for you, free of charge.

Checking Switch Kit

We'll help take the confusion out of switching

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