

# SWITCHING TO THE MOOSE IS EASY...

## WELCOME TO THE "MOOSE FAMILY"!

This information is being provided to help make changing banks easy.



Direct Deposit is a wonderful service. If you'd like to become a direct depositor or carry it over from your previous bank, simply complete the Payroll Direct Deposit form and give it to your Human Resources/Payroll Department so they can set it up for you.

If you have a pension, notify the company and provide them with our routing number and your new account number. Below are government agencies that will assist you in setting up or changing your Direct Deposit by telephone, along with each agency's informational Web site address.

- Social Security/Disability/SSI: 1-800-772-1213  
[www.socialsecurity.gov](http://www.socialsecurity.gov)
- Veterans' Affairs: 1-877-838-2778  
[www.va.gov](http://www.va.gov)
- Federal Employees Retirement: 1-888-767-6738  
[www.opm.gov/retire](http://www.opm.gov/retire)
- Railroad Retirement: 1-617-233-8550  
[www.rrb.gov](http://www.rrb.gov)

For Direct Deposit, you'll need to provide:

- our routing number: **011 701 314**
- your account number

Be sure to cancel all automatic withdrawals, such as an insurance premium or car payment, from your previous bank account. Again, provide the company with First Colebrook Bank's routing number and your new account number so your automatic withdrawals come from your new account with us.

We've also included a form for closing your account(s) at another bank if you are unable to do so in person.



## SWITCH-OVER KIT



FIRST  
COLEBROOK  
BANK

# PAYROLL DIRECT DEPOSIT REQUEST

(submit this form to your employer)

Attn: Human Resources/Payroll Dept.

I would like to arrange for Direct Deposit of my payroll check. By signing below, I authorize you, my Employer, and First Colebrook Bank to deposit my pay automatically into the account(s) that I have designated below.

**DEPOSIT #1** Account:  Checking  Savings Account Number: \_\_\_\_\_  
 Entire paycheck  Specific amount \$ \_\_\_\_\_

**DEPOSIT #2** Account:  Checking  Savings Account Number: \_\_\_\_\_  
 Entire paycheck  Specific amount \$ \_\_\_\_\_

SS# \_\_\_\_\_

\_\_\_\_\_  
(employee's signature)

ABA routing number: 011 701 314

Colebrook: 237-5551 • Concord: 228-1300  
Amherst: 673-1440 • Portsmouth: 436-2324



132 Main Street, Colebrook, NH 03576

# ACCOUNT CLOSING REQUEST

Please accept this as authorization and a request to close my/our account(s) at your financial institution. My/our account information is below.

\_\_\_\_\_  
(name of financial institution)

\_\_\_\_\_  
(date)

Name(s) as shown on account(s):

\_\_\_\_\_  
(Primary Owner)

\_\_\_\_\_  
(Joint Owner)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
( Zip)

Account Number(s): \_\_\_\_\_

Please mail a check to me at the above address for the balance of the account(s).

**OR**

Please mail a check for the balance of my account(s) for credit to my First Colebrook Bank account # \_\_\_\_\_ to the address indicated below.

132 Main St., Colebrook, NH 03576  100 Loudon Rd., Concord, NH 03301  69 Rt. 101A, Amherst, NH 03031

2400 Lafayette Rd., Portsmouth, NH 03801

\_\_\_\_\_  
(Depositor's Signature)