

**Let us help make your switch to  
MidCoast Community Bank  
Smooth sailing from start to finish!**

Visit MidCoast Community Bank's branch office located at:

4900 Kirkwood Highway  
Wilmington DE 19808

We have provided the forms you'll need. To get started, just fill in the blanks and sign, or, bring us a list of your payees and companies that credit or debit your account and we'll get you started on a new course with MidCoast Community Bank!

We've provided a letter that notifies your previous bank about the accounts you are closing and, given directions for disbursement of any remaining funds. Make sure all of your checks have cleared and your automatic payments and deposits have been switched before you close your account(s).

Don't forget to shred or destroy any unused checks, deposit slips, and ATM or check or debit cards. Also, remember MidCoast Community Bank can help you with products and services, such as your savings account(s), certificate of deposits, Individual Retirement Accounts, and loans. Our knowledgeable staff is ready to help you switch any of these accounts to MidCoast Community Bank.

We've included a handy checklist so that you will be able to keep track of your switch. You can use this form to track all of the information you need to move your direct deposits, payments, and close your old account(s). If you prefer, one of our knowledgeable staff can take care of the switch for you and keep you informed of the progress.

**DIRECT DEPOSIT – PAYROLL/OTHER**

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

To: \_\_\_\_\_

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

\_\_\_\_\_

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

RE: Instructions for Changing Direct Deposit

Dear Employer,

I have recently changed banks and will need to have my payroll/other direct deposit switched from my previous account to my new account with MidCoast Community Bank. Below you will find additional personal information you may need to aid in this process.

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

Social Security Number: \_\_\_\_\_

I currently have my direct deposit going to:

Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Please change this to my new account with MidCoast Community Bank immediately:

Type of Account: Checking or Savings

Account Number: \_\_\_\_\_

Bank Routing Number: 0311 0124 0

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If for any reason you may need additional information, please call me at:

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Thank you.

Sincerely,

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Signature

Print Name: \_\_\_\_\_

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

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

ENCLOSED: Voided check from my new MidCoast Community Bank account

**AUTOMATIC PAYMENTS**

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

TO: \_\_\_\_\_

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

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

RE: Instructions for Changing Automatic Payments

Dear Sir or Madam:

I have recently changed banks and will need to have my automatic payment switched immediately from my old account to my new account with MidCoast Community Bank. Below you will find personal information you may need to aid in this process.

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

Billing Account Number: \_\_\_\_\_

I currently have my automatic payment coming from:

Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Please change this to my new account with MidCoast Community Bank immediately:

Type of Account: Checking or Savings

Account Number: \_\_\_\_\_

Bank Routing Number: 0311 0124 0

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If for any reason you may need additional information, please call me at:

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Thank you.

Sincerely,

---

Signature

Print Name: \_\_\_\_\_

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

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

ENCLOSED: Voided check from my new MidCoast Community Bank account

**ACCOUNT CLOSING REQUEST**

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

TO: \_\_\_\_\_

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

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

Account Owner(s): \_\_\_\_\_

\_\_\_\_\_

Owners Social Security Number: \_\_\_\_\_

Please close the following account(s) with your institution:

\_\_\_\_\_

\_\_\_\_\_

Please forward the proceeds from the closed account(s) to:

MidCoast Community Bank  
4900 Kirkwood Highway  
Wilmington DE 19808

If you have any questions, please call me at \_\_\_\_\_.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Co-owner Signature

Print Name: \_\_\_\_\_

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

\_\_\_\_\_

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

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

**QUICK CHECKLIST**

MidCoast Community Bank Account Number: \_\_\_\_\_

MidCoast Community Bank Routing Number 0311 0124

**Direct Deposits**

<b>Bank Name</b>	<b>Date Letter Mailed</b>	<b>Comments</b>	<b>Date Funds Received</b>

**Automatic Payments**

<b>Bank Name</b>	<b>Date Letter Mailed</b>	<b>Comments</b>	<b>Date Debited from MidCoast Account</b>

**Accounts to be Closed**

<b>Bank Name</b>	<b>Date Letter Mailed</b>	<b>Comments</b>	<b>Date Funds Received</b>