

# ENB's New Account Switch Kit

## Thank you for opening accounts with Ephrata National Bank!

This Switch Kit will help you make sure that your accounts, automatic payments and direct deposits are successfully moved to your new ENB account.

It's very easy.

### All you have to do is:

1. Use our convenient checklist to organize your information.
2. Send out the form letters we've provided to transfer your automatic payments and direct deposits to ENB.
3. Send the form letter we've provided to close your accounts at your old bank.

Thank you for banking with us. *You'll feel the difference with ENB.*

### **Information Included in ENB's Switch Kit**

<b>Automatic Payments Letter</b>	Assists with moving automatic payments to your new ENB account. <i>Copy as needed.</i>
<b>Direct Deposits Letter</b>	Assists with moving direct deposits to your new ENB account. <i>Copy as needed.</i>
<b>Notifications Checklists</b>	Help you organize your information to use the other switch kit tools.
<b>Outstanding Transactions Checklist</b>	Helps you determine the amount of money to keep in your existing non-ENB account.
<b>ENB Office/ATM Locations</b>	



Ephrata National Bank

*You'll feel the difference.*



Member FDIC

Rev. 1/18

# Notifications Checklists

Your Ephrata National Bank Account Number: \_\_\_\_\_

The Ephrata National Bank Routing Number: 031308250

**Don't close your former accounts immediately.** It may take up to 2 statement cycles for all of your checks, debits, payments and withdrawals to clear from your accounts.

The following checklists will help you make sure that all of your items have cleared and that your automatic payments and direct deposits are set up before you completely transition to your new account at ENB.

## Automatic Payments and Direct Deposits Checklist

Use this checklist of common automatic payment sources and direct deposit sources to help you remember the payments and direct deposits that you will have to change.

Automatic Payments		Direct Deposit	
<input type="checkbox"/> Auto Club (AAA)	<input type="checkbox"/> Gym	<input type="checkbox"/> Dividends	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Auto Insurance	<input type="checkbox"/> Health/Life Insurance	<input type="checkbox"/> Interest Income	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Cable	<input type="checkbox"/> Home/Renters Insurance	<input type="checkbox"/> Military Pay	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Car Loan/Lease	<input type="checkbox"/> Internet Service Provider	<input type="checkbox"/> Payroll Direct Deposit	
<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Mortgage/Rent	<input type="checkbox"/> Other Salary	
<input type="checkbox"/> Charitable Donations	<input type="checkbox"/> Telephone	<input type="checkbox"/> Retirement/Pension	
<input type="checkbox"/> Credit Card(s)	<input type="checkbox"/> Water Company	<input type="checkbox"/> Social Security	
<input type="checkbox"/> Dept Store Card(s)	<input type="checkbox"/> Other (list)	<input type="checkbox"/> Supplemental Security Income	
<input type="checkbox"/> Electric Company	<input type="checkbox"/> Other (list)	<input type="checkbox"/> VA Compensation/Pension	
<input type="checkbox"/> Gas Company	<input type="checkbox"/> Other (list)		

## Notifications Sent Checklist

Use this checklist to record when you contacted companies to switch your automatic payments and direct deposits.

Automatic Payments				
Company Name	Phone Number	Date Request Made	Est. Switch Date	Status

  

Direct Deposits				



# Outstanding Transactions Checklist

Use this checklist to determine how much money you need to leave in your accounts to cover outstanding transactions (deposits, checks, debits, ATM withdrawals). If you have additional accounts, make copies of this worksheet.

You will need:

- Your most recent bank statement
- Your account register(s)
- Your receipts since your last bank statement

Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Outstanding Deposits		
Current balance from your most recent statement:		\$
List all deposits made to your account between the statement date and today.		
Description:	Date:	\$
Description:	Date:	\$
Description:	Date:	\$
<b>Total deposits:</b>		<b>\$</b>
Outstanding Withdrawals		
Below, list checks, withdrawals and automatic payments that do not appear on your most recent statement.		
Description:	Date:	\$
Description:	Date:	\$
Description:	Date:	\$
Description:	Date:	\$
Description:	Date:	\$
Description:	Date:	\$
<b>Total withdrawals.</b>		<b>\$</b>
To prevent overdrafts, this total should remain in this account.		

**Subtract your total withdrawals (red box above) from your total deposits (blue box above) to see how much money you can transfer to your new ENB account!**

<b>Total Deposits</b>	<b>—</b>	<b>Total Withdrawals</b>	<b>=</b>	<b>Funds available for your new ENB account</b>
\$		\$		\$



# Automatic Payments Letter

Send this letter to companies that automatically deduct payments from your account.

**Please note:** Some organizations have special forms that you must complete to authorize a change in automatic payment. To prevent unnecessary delays, contact the company to make sure no other forms are needed.

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

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

To Whom It May Concern:

I have recently changed banks and would like to have my automatic payments with your company changed to my new account. Please update my account and begin making automatic withdrawals from my Ephrata National Bank account.

I authorize your company to initiate debit entries from the account designated below effective immediately. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below.

Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_

Primary Account  
Owner Name \_\_\_\_\_  
Identification Number  
with Your Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_

New Account Number  
for Auto Payments \_\_\_\_\_  
Bank Routing Number 031308250  
  
Bank Address Ephrata National  
Bank  
PO Box 457  
Ephrata PA 17522



# Direct Deposits Letter

Send this letter to companies that make automatic deposits into your account.

**Please note:** Some organizations have special forms that you must complete to authorize a change in automatic deposits. To prevent unnecessary delays, contact the company to make sure no other forms are needed.

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

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

To Whom It May Concern:

I have recently changed banks and would like to have my direct deposits with your company changed to my new account. Please update my account and begin making direct deposits to my Ephrata National Bank account.

I authorize your company to initiate credit entries to the account designated below effective immediately. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below.

Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_

Primary Account  
Owner Name \_\_\_\_\_  
Identification Number  
with Your Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_

New Account Number  
for Direct Deposit \_\_\_\_\_  
Bank Routing Number 031308250

Bank Address Ephrata National  
Bank  
PO Box 457  
Ephrata PA 17522



# Account Closing Letter

Once the automatic payments and direct deposits that you noted on your outstanding transactions checklist have cleared and your automatic payments and direct deposits have started with Ephrata National Bank, send this letter to your old financial institution to close your accounts.

**Please note:** Some financial institutions have special forms that you must complete to close your accounts. Contact the financial institution to make sure that no other forms are needed.

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

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

To Whom It May Concern:

This letter is to inform you that I am closing my account(s) at your bank. Please close the following account(s) listed below and send an official check for the remaining balance(s) to my address below.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below.

Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_

Name(s) on Account(s)

\_\_\_\_\_

Account Number:

\_\_\_\_\_

Account Type:  Checking  
 Savings  
 Money Market

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

Account Number:

\_\_\_\_\_

Account Type:  Checking  
 Savings  
 Money Market

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

Account Number:

\_\_\_\_\_

Account Type:  Checking  
 Savings  
 Money Market



# ENB Office/ATM Locations

## Full Service Office Locations

Akron | 351 S 7th St, Akron | ATM  
Blue Ball | 110 Marble Ave, East Earl | ATM  
Cloister | 809 Martin Ave, Ephrata | ATM  
Denver | 1 Main St, Denver | ATM  
Ephrata | 31 E Main St, Ephrata | ATM  
Hinkletown | 935 N Railroad Ave, New Holland | ATM  
Leola | 361 W Main St, Leola | ATM  
Lititz | 3190 Lititz Pk, Lititz | ATM  
Manheim | 1 N Penryn Rd, Manheim | ATM  
Morgantown | 6296 Morgantown Rd, Morgantown | ATM  
Myerstown | 615 E Lincoln Ave, Myerstown | ATM  
Strasburg | 60 Historic Dr, Strasburg | ATM

## Drive-Up Location

Ephrata | 42 E Main St, Ephrata | ATM  
Georgetown | 1298 Georgetown Rd, Quarryville | ATM

## Off-Site ATM Location

Martin's Trail Side | 168 Toddy Dr, East Earl

## Money Management Group

47 E Main St, Ephrata

**Customer Service:** (717) 733-4181 or (877) 733-6605 (toll-free) | **Telephone Banking:** (888) 878-2265  
**Web Site:** [epnb.com](http://epnb.com)

