



Account Switch Kit

Welcome to New Tripoli Bank! We thank you for putting your confidence in us to provide you with the highest quality banking products and services and look forward to serving your banking needs.

This switch kit was developed to make it easy for you to transfer your accounts from your current financial institution to New Tripoli Bank. We hope this document helps to simplify the process and ensures you get started banking with us as soon as possible.

Your switch kit includes resources and forms for updating your automatic payments and direct deposits, and instructions on closing your current accounts with other financial institutions.

How to Make a Switch. Follow these step-by-step instructions to move your accounts over to New Tripoli Bank.

Automatic Deposit Authorization Form. A form letter you can send to an employer or other direct depositor notifying them of your change in account.

Automatic Payment Authorization Form. Another form letter you can send to update your existing automatic payments to your New Tripoli Bank account.

Request to Close Account. A simple form letter to notify your previous financial institution that you'd like to close your account.

If you need more information about our switch kit, you can contact our customer service at (610) 298-8811 or toll free at 1-888-298-8821. We can't wait to start banking for you!

How to Make a Switch

Switching to New Tripoli Bank is easy! Let's get started.

1. Open a Checking Account with New Tripoli Bank

You can visit our online account opening portal to open your account. [Click here](#) to view the types of checking accounts New Tripoli Bank offers to decide which one is right for you.

Once you've opened your new account, record the account number below. Keep this page handy, as you will need the account number for later steps in this process.

Account Number: _____

You can download our [mobile banking app](#) to take full advantage of your New Tripoli Bank account. Online and mobile banking users can set up automatic bill payments, push notifications, and opt into receiving electronic bank statements.

Consider opening a [savings or money market account](#) at the same time and link it to your new checking account to take advantage of our overdraft protection service.

You should start using your New Tripoli Bank checking account and discontinue use of your old checking account.

2. Complete the Automatic Deposit Authorization Form

This form notifies your employer or other direct depositor to start debiting payments to your New Tripoli Bank account. Types of automatic deposit include payroll, pensions, retirement plans, and investment income.

Fill out the Automatic Deposit Authorization Form and attach a voided check to the document. Remember to contact the appropriate companies to determine when your direct deposit will begin going into the new checking account.

For **Social Security Direct Deposits**, please call the Social Security Administration (SSA) at (800) 772-1213 or visit www.socialsecurity.gov/deposit and request direct deposit of your benefits. An SSA representative will need to know your account number and New Tripoli Bank's routing number (031312796).

3. Update Automatic Payments or Withdrawals

Complete an Automatic Payment Authorization Form for each automatic payment or withdrawal you had established with your old account. If you were using Online Bill Pay with your previous financial institution, you will need to delete any recurring payments and reestablish your payees. You can do this using New Tripoli Bank's free online bill pay tools.

Here is a list of automatic payments and direct deposits you may need to update:

Automatic Payments		Direct Deposits
Auto Loan (Car Loan/Lease)	Health/Life Insurance	Child Support Income
Auto Insurance	Home/Renters Insurance	Investment Income
Cable/Satellite TV	Internet Service Provider	Payroll
Cellular/Home Phone	Mortgage/Rent	Retirement/Pension
Child Support Payments	Streaming Subscriptions	Social Security
Credit Cards	Student Loan	Other (List)
Daycare	Trash/Garbage	
Electric/Gas/Oil	Water	
Gym/Health Club	Other (List)	

Remember to include any payments where you used your old debit card account number.

4. Close Your Old Account

Before you close your account(s), it may take more than one statement cycle for all your outstanding checks, automatic payments, and withdrawals to clear at your current financial institution. You should determine how much money will need to remain in the account(s) to cover pending transactions.

Once all of your checks have cleared your old account and any authorized debits and credits are processed to your New Tripoli Bank account, complete the Request to Close Account form and forward it to your previous financial institution. If you have a remaining balance in your old account, you may choose to have a check mailed directly to you or ask them to send a check to New Tripoli Bank and we will deposit it in your checking account.

Be sure to fill out all authorization forms completely. You are responsible for the accuracy of the information you provide as well as mailing the forms to the affected parties.

If you have any questions or concerns about the information you are providing, please [contact us](#) for assistance.



New Tripoli Bank

6748 Madison Street, P.O. Box 468, New Tripoli, PA 18066 • (610) 298-8811
7747 Claussville Road, Orefield, PA 18069 • (610) 395-8834
4892 Buckeye Road, Emmaus, PA 18049 • (610) 421-4001

Automatic Deposit Authorization Form

To: _____
Company Name/Employer

I hereby authorize my automatic deposit to be transferred to my New Tripoli Bank account. Information pertaining to my account is listed below.

Bank Name

Routing Number

Account Number

Type of Account: Checking Savings Money Market

Please deposit my funds into the above account.

Please deposit only this amount into the above account: _____

The following information and signature can be used as authorization for this direct deposit or to contact me with any questions.

Name (First, Middle, Last)

Street Address

City

State

Zip

Daytime Phone Number

Social Security Number

Employee Number (if applicable)

Signature

Date



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Automatic Payment Authorization Form

This is authorization for you to redirect future automatic payments from my previous checking account to my New Tripoli Bank checking account. You will find the necessary information to complete this request below:

Company Name

Account Number (if applicable)

Customer Name (first, middle, last)

Customer Street Address

City

State

Zip

Daytime Phone Number

Effective immediately, all future automatic payments are to be taken from my New Tripoli Bank checking account.

Bank Name

Routing Number

Account Number

Please discontinue making payments from my previous account.

Signature

Date



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Request to Close Account

I/We hereby request that you close the following bank account(s) that I/we maintain with you:

Bank Name

Account Number

Type of Account

Account Number

Type of Account

Account Number

Type of Account

Please send the remaining funds in the account(s) by check to:

New Tripoli Bank, 6748 Madison St., P.O. Box 468, New Tripoli, PA 18066

Please reference my name and this account number on the check: _____

Me/us at the address below

Street Address

City

State

Zip

Primary Account Holder Signature

Date

Secondary Account Holder Signature

Date

Daytime Phone Number