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## Easy SwitchKit

### Welcome to GSB

We understand that when it comes to switching banks, it can be hard to know where to start. That's why we've developed the Easy Switch Kit - a step-by-step checklist to help make your transition to GSB quick and easy.

To get started, just follow the simple steps to the right and use the accompanying forms. We've included some important information below for your convenience.

### Additional Online Services

After you've registered for Online Banking, it's time to explore the great financial tools we offer!

We offer free Online Statements, which help save paper and time! If you're the type that's always on the go, we have free mobile and text message banking, as well as helpful balance alerts and reminders\*.

Also included is FinanceWorks, which allows you to see your full financial picture, including accounts not held by GSB. You can also control your spending, set budgets and categorize your purchases.

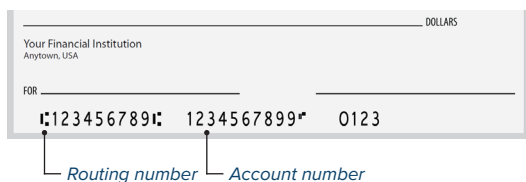
\*Message & Data rates may apply from your wireless carrier. Not all wireless carriers supported.

### Routing & Account Numbers

During the switch process, you may need to find your former financial institution's routing number or your account number.

A bank's routing number is the 9-digit number located in the bottom left corner of your check.

Your account number is the set of numbers appearing just after the routing number.



### Contacting Us

We're here to help you with anything you need throughout the transition.



**Access Banking Center:** (203) 453-2721  
Mon-Fri 8am - 5pm, Sat 8:30am - 1pm



**Additional Forms & Switch Info**  
mygsb.bank/EasySwitch



**Mailing Address:**  
P.O. Box 369, Guilford, CT 06437

## How to Make the Switch:

### 1) Open Your New GSB Account

You can do this by visiting mygsb.bank (streamline your search page?) or you can visit your local branch location. Don't forget to order your debit cards, checks, and sign up for our overdraft protection products so you can start using your account(s) immediately.

### 2) Sign Up for Online Banking

Simply visit www.mygsb.bank and click on "Register" near the login at the top right. Once you've registered, you can view your accounts, transfer funds, pay bills and sign up for online statements. Frequent monitoring of your accounts via online banking will help you track your direct deposits, automatic withdrawals and bill payments or checks as they clear your new GSB account.

### 3) Stop Using Your Former Bank Account as Soon as Possible

Be sure to leave sufficient funds in your former account until all of your checks have cleared and any automatic withdrawals have been successfully transferred to GSB.

### 4) Change Your Direct Deposits to GSB

Make use of our Direct Deposit Change Authorization form to change any direct deposits. In addition to your payroll, this may include social security or interest payments.



The Direct Deposit Change Authorization is enclosed on Page 2.

### 5) Change Automatic Payments & Bill Pay to GSB

Use our Automatic Payment Change Authorization form to switch any withdrawal that comes out automatically & track other electronic transactions. For your convenience, we have also enclosed an Automatic Transaction Checklist. You may use this to help you move over information from your former bank's Bill Pay. To begin entering the information in GSB's Bill Pay after you've registered for Online Banking, simply log-in and click on "Payment Manager."



The Automatic Payment Change Authorization is enclosed on Page 3.



The Automatic Transaction Checklist is enclosed on Page 4.

### 6) Close Your Account(s) at Your Former Institution

Once everything has switched over to your new GSB account(s), submit our Authorization to Close form to your former institution. Don't forget to shred your old debit card and leftover checks for security purposes.



The Request to Close Account form is enclosed on Page 5.

**If we can be of any assistance throughout the transition, please contact us.**



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**Direct Deposit Change Authorization**

Complete this form to change your direct deposit to GSB.

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

To (Company): \_\_\_\_\_

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

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

Dear (Company) \_\_\_\_\_:

I have recently changed banks and will need to have my direct deposit switched from my old account to my new GSB account. Below you will find any personal information you may need to aid in this process.

I currently have my direct deposit going to:

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

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

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

Please change my direct deposit to my new GSB account as soon as possible.

Primary Account Holder Name: \_\_\_\_\_

GSB Address: One Park Street P.O. Box 369 Guilford CT 06137

Account 1

Account 2

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

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

Type of Account:    Checking    Savings

Type of Account:    Checking    Savings

Routing Number: 211170208

Routing Number: 211170208

Please deposit the entire amount into Account 1.

Please deposit \_\_\_\_\_ into Account 1 and the remaining amount into Account 2.

I have attached a voided check from my new GSB account (if available). If you should have any questions regarding this change, please call me on my daytime phone number:

Sincerely,

Customer Signature: \_\_\_\_\_

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

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

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



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### Automatic Payment Change Authorization

Complete this form and submit it to any company or organization that automatically withdraws payments from you, existing account.  
Please complete a form for each payment involved, and remember that a change can take a few weeks to process.

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

To (Company): \_\_\_\_\_

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

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

Dear (Company) \_\_\_\_\_:

I have recently changed banks and will need to have my automatic payments switched from my old account to my new GSB account. Below you will find any personal information you may need to aid in this process.

I currently have my automatic payments withdrawn from:

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

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

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

Please change my automatic payment to my new GSB account as soon as possible.

Account Holder Name with Your Organization: \_\_\_\_\_

Account Number with Your Organization: \_\_\_\_\_

Type of Payment (Mortgage, Car Insurance, etc.): \_\_\_\_\_

GSB Account Information:

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

Routing Number: 211170208

Type of Account:     Checking     Savings

GSB's Address: One Park Street, P.O. Box 369, Guilford, CT, 06137

I have attached a voided check from my new GSB account (If available). Please send me written confirmation of when this will be effective. If you should have any questions regarding this change, please call me on my daytime phone number:

Sincerely,

Customer Signature: \_\_\_\_\_

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

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

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



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### Automatic Transaction Checklist

Use this form to gather all of your payment and deposit information in one place for easy reference and tracking.

### Automatic Withdrawals and Bill Payments

Payment	Company	Mailing Address & Phone Number	Account Number	Amount	Date of Payment	Switched to GSB
Mortgage/Rent						
Auto Loan #1						
Auto Loan #2						
Car Insurance						
Home Insurance						
Credit Card #1						
Credit Card #2						
Credit Card #3						
Credit Card #4						
Gas/Oil						
Electric						
Television						
Cell Phone #1						
Cell Phone #2						
Internet						
Water						
Trash Removal						
Health Club						
Education						
IRA/Retirement						
Other						

### Direct Deposits

Payment	Company	Mailing Address & Phone Number	Account Number	Amount	Date of Payment	Switched to GSB
Payroll #1						
Payroll #2						
Retirement #1						
Retirement #2						
Social Security #1						
Social Security #1						
Investments						
Other						



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### Request to Close Account

Complete this form to close out your accounts at another financial institution and request a check for the remaining balance.

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

To (Financial Institution): \_\_\_\_\_

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

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

Dear (Financial Institution] \_\_\_\_\_:

I have recently changed banks and need to close the following accounts with your institution. Below you will find any personal information you may need to aid in this process.

Primary Account Holder Name: \_\_\_\_\_

Secondary Account Holder Name: \_\_\_\_\_

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

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

Please close the accounts listed below as soon as possible.

	Checking	Savings	Money Market	Other
Account Number:	_____			
Account Number:	_____			
Account Number:	_____			
Account Number:	_____			

Please send a check in the amount of my account balance plus any accrued interest to my attention at the address on file. If you have any questions regarding this change, please call me on my daytime phone number:

Sincerely,

Primary Account Holder Signature: \_\_\_\_\_

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

Secondary Account Holder Signature: \_\_\_\_\_

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