

### Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Auto Loans				
Cable/TV				
Cell Phone				
Charities				
Childcare				
Credit Cards				
Electric				
Garbage				
Gas/Oil				
Health Club				
IRA/Retirement				
Insurance				
Internet Provider				
Investments				
Mortgage/Rent				
Sewer				
Telephone				
Water				
Other				

### Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
HH Savings Bond Interest				
Investment/Incomes				
Pensions/Retirement Plans				
Social Security				
Other				



Automatic Payment Authorization Form

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

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

This letter represents authorization to change the account information for automatic payments in the name(s) of \_\_\_\_\_, your customer account number \_\_\_\_\_. The above mentioned customer has changed accounts to PeoplesBank, and the current account number that you are using will no longer be valid.

Effective immediately, please use the following information:

Bank Routing Number: 03 1310086

Customer's New Account Number: \_\_\_\_\_

Should you have any questions regarding the above information or if this letter is not sufficient to make the requested change, please contact (name) \_\_\_\_\_, (telephone number) \_\_\_\_\_ and remit all correspondence to (address) \_\_\_\_\_

Thank you for your assistance in this matter

Sincerely,

I hereby authorize the change to my account.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone



Automatic Deposit Authorization Form

Type of Automatic Deposit: \_\_\_\_\_ Employee Payroll \_\_\_\_\_ Pension/Retirement
\_\_\_\_\_ Social Security \_\_\_\_\_ Investment Income
\_\_\_\_\_ HH Savings Bond Interest \_\_\_\_\_ Other (Please Specify below)

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

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

This letter represents authorization to change the account information for automatic deposits in the name of \_\_\_\_\_, your customer account number \_\_\_\_\_. The above mentioned customer has changed accounts to PeoplesBank and the current account number you are using will no longer be valid.

Effective immediately please use the following information:

Bank Routing Number: 031310086
Customer's New Account Number: \_\_\_\_\_

Should you have any questions regarding the above information or if this letter is not sufficient to make the requested change, please contact (name) \_\_\_\_\_, (telephone number) \_\_\_\_\_ and remit all correspondence to (address) \_\_\_\_\_

Thank you for your assistance in this matter.

Sincerely,

I hereby authorize the change to my account.

Account Holder Signature Date Phone

Account Holder Signature Date Phone



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## Frequently Asked Questions

### **Should I have any questions, who do I call?**

Should you have any questions regarding your new account, switching your automatic payments or automatic deposits to your new account, or what to do with the "Authorization to Close Account" form, please call our Client Care Center at 846-1970 or 1-888-846-1970.

### **What if my request to switch accounts is not accepted?**

On the authorization forms, your contacts are requested to notify you or a bank representative if the form you submit is not sufficient to change or establish the direct deposit or automatic bill payment.

### **What is a direct deposit (ACH credit)?**

Direct deposit is a quick, easy and secure method of receiving funds into your account. For example, you can receive your payroll, governmental benefits, and investment dividends by a direct deposit. Small business owners can also receive credit card settlements and accounts receivable payments. The funds are received and deposited electronically into your bank account.

### **When will my direct deposit start?**

It normally takes 2 or 3 cycles to start a new direct deposit. For example, if you decide to direct deposit your payroll into your new account, the direct deposit will most likely not go into your new account for 2 or 3 pay cycles.

### **What is an automatic bill payment (ACH debit)?**

Automatic bill payment is a convenient way to pay different types of companies, such as electric, gas, telephone, loans, credit cards, insurance, etc. These types of transactions are sent through your account electronically on the date and for the amount that you specify.

### **When will my automatic bill start paying from my new account?**

When you contact your billing company to request that they take your payment from your new account, changing from a different account or starting a payment, the payments may not come out for the first 2 or 3 billing cycles after your request. It is important to leave the account open until you have verified that your new account is withdrawing your payments.

### **How can I verify that my automatic bill payment (debit) has been made?**

You can verify that your payments have started going through your new account by calling our Client Care Center at 846-1970 or 1-888-846-1970, logging on to hyperlink: <http://www.peoplesbanknet.com>; website: [www.peoplesbanknet.com](http://www.peoplesbanknet.com); or checking your monthly checking account statement.

### **Can I switch my small business account?**

It is very easy to switch your business account and still maintain check writing capabilities and access to your funds. Simply visit any of our financial centers and open your new small business checking account.