



It's easy.

Switch to PRS today.

Just follow this step-by-step checklist to help make your switch from your old bank to your Port Richmond Savings account quick and easy. If you have any questions throughout the process, please do not hesitate to contact us at 215-634-7000.

- 1. Open up your new Port Richmond Savings Account.**
 - Stop in our office and select an account right for all of your banking needs.
- 2. Stop using your old account and begin using your new account.**
 - Make sure you leave enough funds in your old account until all of your checks have cleared and any automatic withdrawals or deposits have been successfully transferred to your new Port Richmond Savings account.
- 3. Move your Direct Deposits to your new account.**
 - Use the enclosed Direct Deposit Authorization Form to notify any companies of your new Port Richmond Savings account. Let us know if you need Direct Deposit arrangements for Social Security and we will call them and set that up for you.
- 4. Change your Automatic Payments.**
 - Fill out the enclosed Automatic Withdrawal Change Letter to request that companies begin using your new Checking account for all of your automatic payments. Be aware that some companies require a few weeks notice before the changes take affect.
- 5. Stop using and close your old account at the other financial institution.**
 - Use the enclosed Account Closing Form to request your old account be closed once all of your checks and other items have cleared. Destroy any unused checks, ATM and debit cards, and deposit slips. Transfer any remaining money to your new Port Richmond Savings account.

Port Richmond Savings
2522 E. Allegheny Avenue
Philadelphia, PA 19134
Phone: 215-634-7000
www.PRSBank.com
info@PRSBank.com



DIRECT DEPOSIT CHANGE LETTER



Date _____

Your Name _____

Employer's Name and Address _____

City, State, Zip _____

To Whom It May Concern:

You are currently depositing MY ENTIRE PAYCHECK / PART OF MY PAYCHECK (circle one) to the following account:

Old Bank: _____

Bank Routing Number: _____

Account Number: _____

Please cancel my direct deposit to that account and transfer the deposit to:

New Bank: PORT RICHMOND SAVINGS

Bank Routing Number: 236074855

Account Number: _____

If you have any questions about this request, please contact me by phone at _____.

Thank you.

Sincerely,

Signature _____

Name (Please Print) _____

Address _____

City, State, Zip _____

**Attach a voided check from your new Port Richmond Checking Account to this sheet.*

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The more you know,
the safer your money. **FDIC**

AUTOMATIC WITHDRAWAL CHANGE LETTER



Date _____

Company Information

Name of Company That Makes Automatic Withdrawals _____

Address _____

City, State, Zip _____

Customer Information

Name _____

Address _____

City, State, Zip _____

Authorization of Automatic Payment

Please accept this letter as my authorization to have my automatic payments with your company changed to my new account listed below. My customer account number with your company is _____

Old Bank: _____

Bank Routing Number: _____

Account Number: _____

Please stop making withdrawals from that account and instead make them from:

New Bank: PORT RICHMOND SAVINGS _____

Bank Routing Number: 236074855 _____

Account Number: _____

Circle: Checking Account or Savings Account

If you have any questions about this request, please contact me by phone at _____.

Thank you.

Sincerely,

Signature _____

**Attach a voided check from your new Port Richmond Checking account to this sheet.*

REQUEST TO CLOSE ACCOUNT



Date _____

To: Bank's Name _____

Address _____

City, State, Zip _____

To Whom It May Concern:

Please accept this as my authorization to close my account _____
(account number), and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the
DAY / EVENING (circle one) at (_____) _____ (phone number).

Thank you.

Sincerely,

Signature

Co-Signer Signature

Name (Please Print)

Co-Signer Name (please print)

Address

City, State, Zip

Deposit Checklist - A Quick Reference Guide



Payment	Company	Account Number	Amount	Date of Deposit
Employee Payroll				
Pension/ Retirement				
Social Security				
Investment Income				
Other				
Other				

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Questions? Call 215-634-7000

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Payment Checklist - A Quick Reference Guide



Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Telephone				
Cell Phone				
Water				
Trash Removal				
Internet				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Tuition/School Expense				
Other				
Other				

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