



Post Office Box 996
28 South Main Street
Plymouth, New Hampshire 03264

Post Office Box 690
21 Tower Road
Campton, New Hampshire 03223

CGSB Switch Checklist

If you haven't started banking with us already, become part of the Community.

Simply fill out the **Personal Account Application or the Business Account Application**. Let us know which products or services you'd like or stop by and talk with a customer service representative in Plymouth or Campton.* They will help you choose the accounts and services right for you. Refer to **The Community Guaranty** package as an example or just say "Switch me to the Community."

***In accordance with the USA Patriot Act, federal law requires all customers to appear in person to enable us to obtain and verify information that identifies each person prior to opening an account.**

Change direct deposits and automatic payments to your accounts.

It may take a few weeks for some third parties to complete the switch. So be sure to keep enough money in your old and new accounts until all electronic deposits/payments have been switched to your account with the Community.

CHOOSE ONE:

Let us do it for you!

Use the **Automatic Payment & Deposit Transactions** form to gather the names and addresses of companies you would like to notify of the change. Include as much information as you can about specific payment/deposit amounts and dates. Consider employers, insurance and utility companies, internet vendors, etc. From this we will complete the various forms for you to sign and take care of the rest!

Complete the forms yourself.

Use the **Authorization to Change Direct Deposit of Payroll and the Authorization to Change Automatic Payment/Deposit** forms, making additional copies for each company you need to notify. Sign each and mail to the appropriate company.

Close your old accounts.

Once all payments/deposits appear in your new account statement, complete the **Authorization to Close Account** form to close your old account(s), sign, and mail to the appropriate institution.



Community Guaranty Savings Bank

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CGSB ACCOUNTS & SERVICES

We've combined our most popular accounts with a few options that will save you time and money. Choose one or two or combine them all to meet your banking needs your way!

- Basic Checking (The Little Checking Account)**
Good things do come in little packages. A simple, no-frills account, designed for customers who write on average, no more than 15 checks that clear in a banking cycle and maintain a \$10 minimum balance. Free Specialty Mint checks, Free VISA Check card, Free Telebank, Free Online Banking and Bill Pay, and we waive the monthly maintenance fee if you keep an average monthly balance of only \$100.
- Statement Savings Account**
A true savings account. No minimum balance, No monthly maintenance fee and only a \$10 minimum daily balance to earn interest. Statement provided monthly.
- Overdraft Protection Transfer**
We understand there are times when things happen which could result in you overdrawing your checking account. Overdraft Protection Transfer saves you time and money by using the funds in your savings account to cover the insufficient balance. Transfers are made automatically in multiples of \$25 for a minimal fee of \$5.00 for the transfer. What a savings!
- Visa Check Card**
The only card you need to make purchases and get cash at millions of locations around the world, complete with free security features like Verified by Visa and Fraud Risk Identification Service to protect you from fraud. Ask for more details.
- Round Up Savings**
Every time you make a purchase with your Visa Check Card, a calculation will occur that "rounds up" the amount to the next whole dollar. The "rounded up" amount is charged to your Visa Check Card account and deposited to your designated savings or other checking account. Just watch those pennies add up!
- Free Online Banking & Bill Pay**
Instantly check your account balances, transfer funds, make loan payments, reorder checks, pay bills and much more. Online banking with Community is safe, secure, private, and very easy. And best of all its convenient, because it's on your time, anytime!