

Are You Ready to Switch?

To quickly and easily switch your existing bank accounts to ***First Keystone Community Bank***, just follow these simple steps:

- 1. Open your new account at any of our local and convenient *First Keystone Community Bank* offices or online at www.fkc.bank.**
- 2. Discontinue using your old accounts.**
 - Now that your new First Keystone Community Bank account is open, discontinue writing checks on your old account. Leave enough money in the old account to cover any outstanding checks, automatic payments, scheduled or recurring bill payments, pending debit card transactions or fees associated with the account.
- 3. Request to Change your Direct Deposits**
 - Cancel any direct deposits to your old accounts and request each company to forward any future direct deposits to your new *First Keystone Community Bank* account.
 - Complete the "Direct Deposit Authorization" form for each company.
- 4. Automatic Payment Authorization**
 - Cancel any scheduled or recurring automatic bill payments.
 - Complete the "Automatic Payment Authorization" form for each company.
 - Print a copy of your existing payee list to use as a reference when setting up your payees in First Keystone Community Bank's Online Bill Pay service.
- 5. Request to Close Account**
 - When all your direct deposits and automatic payments are being initiated through your new First Keystone Community Bank account and all outstanding items have cleared from your old account, you may close the old account and transfer the remaining funds to your new *First Keystone Community Bank* account.
 - For your safety and security, destroy all remaining blank checks and the debit/ATM card from your old account, if applicable.
 - Complete the "Authorization to Close Account" form for each Financial Institution.

Helpful Phone Numbers

Here's a list of helpful phone numbers to get you started.

	Phone Number
AT&T	1-800-331-0500
Blue Ridge	1-800-CABLE77
Comcast	1-800-934-6489
Frontier	1-800-921-8101
Metrocast	1-800-952-1001
PA American Water Co.	1-800-565-7292
PPL	1-800-342-5775
Service Electric	1-877-955-7328
Social Security Administration	1-800-772-1213
UGI	1-800-276-2722
US Postal	1-800-275-8777
Verizon	1-800-922-0204
Veteran's Administration (VA)	1-800-827-1000

You can also enjoy free 24-hr access to your new account by using the following:

Free Online/Mobile Banking: www.fkc.bank

Free access through Touchphone: 570-759-BANK (2265) or 1-888-759-BANK (2265)

Don't forget about other items such as your savings account, safe deposit box, loans or lines of credit and credit cards. We can help move these accounts as well.

Yesterday's Traditions. Tomorrow's Vision.

Direct Deposit Authorization

To: _____
(Employer or Company Name)

I authorize _____ (employer/company name) to
establish/change my direct deposit into the First Keystone Community Bank account referenced
below.

Select one: ☐ Checking ☐ Savings

Account Number: _____

First Keystone Community Bank Routing Number: 031307125

Please accept the information below and my signature as authorization, or contact me for
additional information.

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone (include area code): _____

Signature: _____ **Date:** _____

[illegible]

Automatic Payment Authorization

To: _____ Date: _____
(Business/Company)

I have recently changed banks and would like to have my automatic payment with your company changed to my new account. Please discontinue using the current account and begin making automatic payments from my First Keystone Community Bank account as indicated below.

Customer Name _____

Account number _____

Effective date: _____

Please establish/change Bank information for Automatic Payment(s) to the following:

First Keystone Community Bank: Routing Number: 031307125

First Keystone Community Bank Account Number: _____

Select one: ☐ Checking ☐ Savings

If you have questions, or if this information is not sufficient to establish/change the automatic payment listed above, please contact or direct any correspondence to:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone (include area code): _____

Please accept the information above and my signature as authorization to complete this request.

Signature: _____ **Date:** _____

Authorization to Close Account

To: _____ Date: _____
(Current Financial Institution)

Address: _____

Please accept this letter as authorization to close my accounts as listed below.

Account# _____ ☐ Checking ☐ Savings

Account# _____ ☐ Checking ☐ Savings

Account# _____ ☐ Checking ☐ Savings

Account# _____ ☐ Checking ☐ Savings

If you have questions regarding this request or if this information is not sufficient to close the account(s), please contact me immediately. Otherwise, please forward a check for the remaining balance to:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone (include area code): _____

Signature: _____ **Date:** _____