

*Fraternity Federal*  
Savings and Loan Association  
Since 1913  
*You're A Neighbor, Not A Number!*  
www.fraternityfed.com

## SWITCH KIT

*Fraternity Federal* welcomes you. We strive to make your overall banking experiences as easy as possible. We are committed to providing you with the best customer service available. We want to thank you for making the decision to bank with Fraternity. Make the switch by printing these instructions and forms.

### One

**Open** your new Fraternity Federal checking account. Visit one of our branch offices located at 764 Washington Boulevard, Baltimore 21230 or 8460 Baltimore National Pike, Ellicott City 21043 or 10283 York Road, Cockeysville 21030 or 1631 N Main Street, Hampstead 21074. Our customer service representatives will provide you information on our checking account products.

### Two

**Complete** the "Direct Deposit Request Form" and supply to your payroll department, don't forget to ask when the first deposit to Fraternity will begin. We have provided a space to attach a voided Fraternity check in the event you are asked to provide one.

### OR

When you open your new account ask our customer representative for assistance in changing your direct deposit. Here are some helpful phone numbers and websites:

**Social Security Administration**  
**Office of Personnel Management**  
**Railroad Retirement Board**  
**Department of Veterans Affairs**

[www.ssa.gov](http://www.ssa.gov)  
[www.opm.gov](http://www.opm.gov)  
[www.rrb.gov](http://www.rrb.gov)  
[www.va.gov](http://www.va.gov)

**1-800-772-1213**  
**1-888-767-6738**  
**1-800-808-0772**  
**1-877-838-2778**

### Three

**Complete** the "Request to Change Automatic Payments" form and forward to all businesses that automatically withdrawal payments from your checking account. This is the perfect time to add additional creditors for automatic payments such as gas and electric, mortgage company, insurance premium, health club, etc. We have provided a space to attach a voided Fraternity check. Automatic payments withdrawn from your Fraternity account will totally eliminate the need for writing monthly checks.

### Lastly

With a qualified Fraternity checking account you will be able to review your account on line at your convenience to ensure deposits and payments have been made. Once you have verified all deposits and payments are in order, you may either contact your old bank to close that account or complete the "Close Account" form and forward to your old bank.

Remember, you can always call our offices or review our web site for up to date products and special promotions.

#### IMPORTANT INFORMATION ABOUT NEW ACCOUNT PROCEDURES

The USA Patriot Act requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. Here's what this means to you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.



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## DIRECT DEPOSIT REQUEST FORM

Use this form to redirect or establish a direct deposit to your new Fraternity Federal Checking Account.

Complete this form and submit to the source of your direct deposit, select one:

- Employee Payroll       Pension/Retirement       Investment Income       Other \_\_\_\_\_
- Change my existing Direct Deposit      OR       Establish Direct Deposit

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

This letter serves as the authorization to change the account information for automatic deposits in the name of:

Name \_\_\_\_\_ (If applicable)      Employee ID Number / SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

As of \_\_\_\_\_ (date), please begin making automatic direct deposits into my account at:

**Fraternity Federal Savings and Loan Association**  
**764 Washington Boulevard**  
**Baltimore, MD 21230**  
**Routing Number: 252070723**  
**Account Number: \_\_\_\_\_**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ATTACH VOIDED CHECK HERE

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## REQUEST TO CHANGE AUTOMATIC PAYMENTS

To Whom It May Concern:

Please accept this letter as my authorization to change my automatic payments from the existing checking account you have on record to my new account at Fraternity Federal Savings and Loan Association. The information below indicates my existing financial institution and my new account information with Fraternity Federal Savings and Loan Association.

**PLEASE DISCONTINUE TAKING PAYMENTS FROM:**

Existing Financial Institution: \_\_\_\_\_

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

Existing Account Number (s): \_\_\_\_\_

Existing ABA Number: \_\_\_\_\_

**PLEASE BEGIN TAKING PAYMENTS FROM MY NEW ACCOUNT:**

**Fraternity Federal Savings and Loan Association  
764 Washington Boulevard  
Baltimore, MD 21230  
Routing Number: 252070723  
Account Number: \_\_\_\_\_**

Please advise me in writing the effective date of the change.

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

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

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

Daytime Phone Number: \_\_\_\_\_

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

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

**ATTACH VOIDED CHECK HERE**

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**REQUEST TO CLOSE ACCOUNT**

To Whom It May Concern:

Please accept this letter as my authorization to close my account (s) I currently have with you.

Existing Financial Institution: \_\_\_\_\_

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

Existing Account Number (s): \_\_\_\_\_

Name of Account Holder (s): \_\_\_\_\_

Please forward the balance (s) and a copy of this authorization to:

**Fraternity Federal Savings and Loan Association**  
**764 Washington Boulevard**  
**Baltimore, MD 21230**  
**Routing Number: 252070723**  
**Account Number: \_\_\_\_\_**

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

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

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

Daytime Phone Number: \_\_\_\_\_

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

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

**Please forward receipt to me at the above address.**