

# Switching to Granite is Easy...

## Switch-over Kit



## Welcome to the "Granite Family"!

*This information is being provided to help make changing banks easy.*

Direct Deposit is a wonderful service. If you'd like to become a direct depositor or carry it over from your previous bank, simply complete the Payroll Direct Deposit form and give it to your Human Resources/Payroll Department so they can set it up for you.

If you have a pension, notify the company and provide them with our routing number and your new account number. Below are government agencies that will assist you in setting up or changing your Direct Deposit by telephone, along with each agency's informational Web site address.

- Social Security/Disability/SSI: 1-800-772-1213  
[www.socialsecurity.gov](http://www.socialsecurity.gov)
- Veterans' Affairs: 1-877-838-2778  
[www.va.gov](http://www.va.gov)
- Federal Employees Retirement: 1-888-767-6738  
[www.opm.gov/retire](http://www.opm.gov/retire)
- Railroad Retirement: 1-617-233-8550  
[www.rrb.gov](http://www.rrb.gov)

For Direct Deposit, you'll need to provide:

- our routing number: 011 701 314
- your account number

Be sure to cancel all automatic withdrawals, such as an insurance premium or car payment, from your previous bank account. Again, provide the company with Granite Bank's routing number and your new account number so your automatic withdrawals come from your new account with us.

We've also included a form for closing your account(s) at another bank if you are unable to do so in person.



# Payroll Direct Deposit Request

*(submit this form to your employer)*

Attn: Human Resources/Payroll Dept.

I would like to arrange for Direct Deposit of my payroll check. By signing below, I authorize you, my Employer, and Granite Bank to deposit my pay automatically into the account(s) that I have designated below.

**Deposit #1** Account:  Checking  Savings Account Number: \_\_\_\_\_  
 Entire paycheck  Specific amount \$ \_\_\_\_\_

**Deposit #2** Account:  Checking  Savings Account Number: \_\_\_\_\_  
 Entire paycheck  Specific amount \$ \_\_\_\_\_

\_\_\_\_\_  
*(employee's signature)* SS# \_\_\_\_\_

**ABA routing number: 011 701 314**

Colebrook 237-5551 ■ Concord 228-1300  
Amherst 673-1440 ■ Portsmouth 436-2324



132 Main Street, Colebrook, NH 03576

# Account Closing Request

*Please accept this as authorization and a request to close my/our account(s) at your financial institution. My/our account information is below.*

\_\_\_\_\_  
*(name of financial institution)* \_\_\_\_\_  
*(date)*

Name(s) as shown on account(s):

\_\_\_\_\_  
*(Primary Owner)* \_\_\_\_\_  
*(Joint Owner)*

\_\_\_\_\_  
*(Mailing Address)*

\_\_\_\_\_  
*(City)* \_\_\_\_\_  
*(State)* \_\_\_\_\_  
*(Zip)*

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

Please mail a check to me at the above address for the balance of the account(s). **-OR-**

Please mail a check for the balance of my account(s) for credit to my Granite Bank

account # \_\_\_\_\_ to the address indicated:  132 Main St., Colebrook, NH 03576

100 Loudon Rd., Concord, NH 03301  69 Rt. 101A, Amherst, NH 03031  2400 Lafayette Rd., Portsmouth, NH 03801

\_\_\_\_\_  
*(Depositor's Signature)*