

# Damariscotta Bank & Trust

## Switch Kit



**Step 2:**  
**Notice of Automatic  
Withdrawal Change**

Send this form to all companies with whom you have automatic withdrawals. Make copies as needed.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

**To Whom It May Concern:**

I have recently changed my primary financial institution to **Damariscotta Bank & Trust**

You are currently withdrawing \$ \_\_\_\_\_  
from my checking/savings (circle) account # (fill in next line) \_\_\_\_\_  
from my current financial institution. Name \_\_\_\_\_  
Routing # \_\_\_\_\_.

The payment is for billing account # (fill in next line) \_\_\_\_\_  
and is withdrawn on (date) \_\_\_\_\_.

Please begin withdrawing this payment from my account with **Damariscotta Bank & Trust**

Routing #: 011200585  
New Checking/Savings (circle)  
Account #: \_\_\_\_\_

**This change is effective immediately.**

If you have any additional questions, please contact me:

Name: \_\_\_\_\_  
Social Security or Employee ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Step 3:**  
**Authorization to Close Account**

Send this to the financial institution where you will be closing your account.

**To Whom It May Concern:**

Financial Institution Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Effective (month/day/year): \_\_\_\_\_

**Please close my account:**

Account #: \_\_\_\_\_  
Primary Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Please send the remaining balance to (check one):

**Damariscotta Bank & Trust**  
Routing #: 011200585

Account #: \_\_\_\_\_

**My Address Listed Above**

Signature (Primary Owner): \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature (Joint Owner): \_\_\_\_\_  
Date: \_\_\_\_\_

Switching banks is  
easier than you think.

Switch Now!



**DB&T**  
Damariscotta Bank & Trust



Becoming a customer is easy...

At Damariscotta Bank & Trust, our devoted staff is eager to go above and beyond to maintain a trustworthy and straightforward relationship with our customers. Now switching all of your accounts to Damariscotta Bank & Trust has never been easier.

This switch kit includes all of the information you need to switch your accounts to our bank. The attached forms take just minutes to complete and include everything required to notify your employer and others that you have switched your accounts to Damariscotta Bank & Trust.

Just complete the forms, make copies for everyone you need to notify, and then mail them out. It's that easy! And if you need further help or have any questions, just give us a call or stop in to see us and we'll walk you through it.

You've never seen local banking like this before. At Damariscotta Bank & Trust, we are dedicated to serving our community because we live and work here – just like you.

Scott Conant  
President

Switch Today with  
our Switch Kit!



### Closing Your Old Account

Before you close your old account, make sure to leave enough money to cover any outstanding checks and automatic withdrawals.

Once all of these outstanding charges have been paid, ask your previous bank or credit union to send your remaining balance(s) to you or directly to your new account with us. Then, destroy all of your old checks, ATM cards, debit cards and deposit slips.

To make switching even easier for you, here's your new Damariscotta Bank & Trust **Account Number** and **Routing Number**:

**Damariscotta Bank & Trust**  
**Account #:** \_\_\_\_\_

**Damariscotta Bank & Trust**  
**Routing #: 011200585** \_\_\_\_\_

You can find your previous account number at the bottom of one of your old checks. Bank routing numbers are the first nine digits of the series, followed by the account number and individual check number.

### Step 1: Authorization to Change Direct Deposit

*Send this form to your employer.*

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Attention Direct Deposit Department:

Please direct all future payroll direct deposits to the following accounts:

**Damariscotta Bank & Trust**  
**Routing #: 011200585** \_\_\_\_\_

**Net paycheck to**  
(choose one): \_\_\_\_\_

**Checking Account #:** \_\_\_\_\_

**Savings Account #:** \_\_\_\_\_

**Start Date** (mo/day/year): \_\_\_\_\_

If you have any additional questions, please contact me:

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

Social Security or Employee ID: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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



This kit includes everything you need to make an easy switch!