



# Switch to BofGB

Switching your checking account to **The Bank of Glen Burnie®** has never been easier. Take it one step at a time with this handy Switch Kit.

**Step 1—Open your new account** - We offer a full range of checking account options to meet your financial needs. In compliance with USA Patriot Act account signers need to present two forms of identification, one of which must be a government-issued photo ID.

**Step 2— Stop using your old checking account** - You'll need to keep your old checking account open until all outstanding checks have cleared and your direct deposits and automatic payments have been redirected to your new account at **BofGB**. Stop using your old checking account, destroy any unused checks, ATM/ Debit cards and deposit slips.

**Step 3— Switch over your automatic transactions** - You will need to notify the companies that handle your automatic deposits and withdrawals of your change. The attached form will help with your notification.

**Step 3— Close your previous checking account** - Once all of your outstanding checks have cleared and your direct deposits and withdrawals have been transferred to your new account, you can close your previous account. To help you with the switch, we have included several forms to make your transition easier. You may use these forms to close you account(s) and change your direct deposit and automatic withdrawals. If you need help completing any of them, please stop by or give us a call.

Glen Burnie 101 Crain Hwy Glen Burnie, Md. 21061 410-768-8852	Severn 811 Reece Rd Severn, Md. 21144 410-551-2100
Odenton 1405 Annapolis Rd Odenton, Md. 21113 410-674-2200	New Cut 740 Stevenson Rd Severn, Md. 21144 410-487-8500
Riviera Beach 8707 Ft. Smallwood Rd Pasadena, Md. 21122 410-437-2070	Linthicum 7063 B&A Blvd Glen Burnie, Md. 21061 410-487-8500
Crownsville 1221 Generals Hwy Crownsville, Md. 21032 410-923-2200	Severna Park 804 Ritchie Hwy Severna Park, Md. 21146 410-544-0270



## AUTHORIZATION TO CLOSE ACCOUNT

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

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

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

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

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

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

Telephone: \_\_\_\_\_

Please close the account(s) noted below. All transactions have cleared the account(s) and all direct deposits and/or automatic debits have been stopped. Any remaining balance, including accrued interest should be mailed to the address indicated above.

Thank you for your prompt attention to this request.

Account Number: \_\_\_\_\_ Account Type (circle one):  Checking  Savings

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Account Number: \_\_\_\_\_ Account Type (circle one):  Checking  Savings

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

Joint Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(if required)



## AUTHORIZATION TO SWITCH DIRECT DEPOSIT

*I authorize*

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

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

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

Telephone: \_\_\_\_\_

*to accept this signed form to direct my deposit to my Bank of Glen Burnie® checking/savings account.*

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

Joint Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if required)

The Bank of Glen Burnie® ACH Routing/Transit Number: **055003133**

Account Number: \_\_\_\_\_

Account Type (circle one): Checking      Savings

*I authorize:*

*i. above listed entity to initiate deposit of my funds to my checking account at The Bank of Glen Burnie®.*

*ii. The Bank of Glen Burnie® to credit entries to my account.*

*iii. This authorization to remain in effect until I send written notice of change or cancellation.*

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

Day Phone: \_\_\_\_\_



## CHANGE AUTOMATIC WITHDRAWAL

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

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

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

Telephone: \_\_\_\_\_

*Please **stop** making the current withdrawal from:*

Financial Institution:

ACH Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_ Account Type (circle one): Checking Savings

*Please **start** making withdrawals from:*

The Bank of Glen Burnie® ACH Routing/Transit Number: **055003133**

Account Number: \_\_\_\_\_ Account Type (circle one): Checking Savings

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

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

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

Telephone: \_\_\_\_\_

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

