



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 the 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 – 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 your 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 Branch
101 Crain Hwy
Glen Burnie, MD 21061
410-768-8852

Crownsville Branch
1221 Generals Hwy
Crownsville, MD 21032
410-923-2200

Linthicum Branch
7063 B&A Blvd
Glen Burnie, MD 21061
410-487-8500

New Cut Branch
740 Stevenson Rd
Severn, MD 21144
410-487-8500

Odenton Branch
1405 Annapolis Rd
Odenton, MD 21113
410-674-2200

Riviera Beach Branch
8707 Ft. Smallwood Rd
Pasadena, MD 21122
410-437-2070

Severn Branch
811 Reece Rd
Severn MD 21144
410-551-2100

Severna Park Branch
804 Ritchie Hwy
Severna Park, MD 21146
410-544-0270

Member
FDIC



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: _____

