



Friends you can bank on.

Corporate Center
1985 Montour Boulevard
PO Box 159
Danville, PA 17821

SWITCH KIT CHECKLIST

Print this checklist and keep it for your records and for tracking purposes.

1 CHANGE ALL DIRECT DEPOSITS

Employer Direct Deposit forms: Geisinger, Danville Area School District, Bucknell University, or Generic Form.
Social Security: Form or call 1.800.772.1213, http://www.ssa.gov
Department of Veteran Affairs, 1.877.838.2778 or 1.800.827.1000, http://www.va.gov
Office of Personnel Management, 1.888.767.6738, http://www.opm.gov
Railroad Retirement Board, 1.800.808.0772, http://www.rrb.gov
Unemployment Benefits, 1.888.313.7284, http://www.dli.state.pa.us
Pennsylvania Child Support, 1.877.727.7238, http://www.childsupport.state.pa.us
Print Direct Deposit Checklist as a resource.

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

2 CHANGE ONLINE BILL PAYEES

If you use the bill pay service at your previous financial institution, be sure to cancel each payee and add them to your Service 1st Bill Payer service. If you have not yet signed up for Bill Payer, you can do it through your online banking account through Service1st@Home for FREE. Simply log in and click on "Bill Payer".

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

3 CHANGE AUTOMATIC PAYMENTS

If you have any payments automatically deducted for any bills, credit cards, or utilities, you will need to contact each company individually or fill out the Automatic Payment Letter and mail it.
Print Automatic Payment Checklist as a resource.

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

4 CLOSE ACCOUNTS AT PREVIOUS FINANCIAL INSTITUTION

Before you close your account, be sure that all checks and electronic payments that are pending have posted. Also make sure you have verified the changes listed above in steps 1, 2 and 3. You can go to your previous financial institution and close your account or you may fill out the Previous Financial Institution Letter and mail it.

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

5 DON'T FORGET TO DESTROY

- Old Checks
ATM card / VISA Check Cards
Deposit Slips

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

Toll Free: 800.562.6049 | service1@service1.org | www.service1.org