



At Bar Harbor Bank & Trust, we are committed to providing you the best service possible. With that in mind, we want to make it as easy as possible for you to begin to utilize your new relationship with us. This Switching Made Easy Kit is designed to help.

The Switching Made Easy Kit contains documents that you can personalize and send to your employer and other businesses where you may have electronic payments set up. These documents will alert them that you have changed your deposit account.

## Here is what you need to do:

1. Open your new Bar Harbor Bank & Trust account online at [www.barharbor.bank](http://www.barharbor.bank) or visit any of our convenient locations to open your account in person.
2. Make a list of all of the automatic payments and deposits that are scheduled to go in and out of your old account each month. If you have payments set up from your old Financial Institution's Internet Banking/Bill Payer service, be sure to write down the payee information that you have created in their bill pay program.
3. If you have direct deposit from an employer, fill out the "Switching Direct Deposit Made Easy Form" in this kit and give it to your employer's Human Resources Department. This form will notify them to reroute your paycheck into your new Bar Harbor Bank & Trust account. Be sure to find out from your employer when the first deposit will occur into this account.
4. If you have direct deposit from Social Security, you will need to contact the Social Security Office for your state.

**Maine residents contact:**  
877-405-1448  
202 Harlow Street  
Room 10307  
Bangor, ME 04401

**New Hampshire residents contact:**  
877-405-7658  
177 Main Street  
Littleton, NH 03561

**Vermont residents contact:**  
866-690-1944  
330 ASA Bloomer State Office Bldg  
88 Merchants Row  
Rutland, VT 05701

5. Once you know when your first deposit will occur, reschedule your automatic payments or debits to come out of your new Bar Harbor Bank & Trust account. You can do this by filling out the "Switching Payments Made Easy Form" in this kit. You will want to fill out a separate form for each automatic debit that you have coming out of your old account. Mail this form to the company/business that the payments go to. Make sure to ask them what date the change will take place. If you used Internet Banking/Bill Pay at your old bank and had payments set up, you will want to be sure to stop those payments and set up your payees and payment schedules in your new Bar Harbor Online account.
6. Once you're sure all automatic payments and all direct deposits are coming and going from your new account, you can notify your old bank to close out your old account. You can do so by contacting your old bank and following their procedures for closing an account. Make sure to obtain written confirmation that your account is closed.

## Questions?

We're here to help! Stop into any of our local branches or contact our friendly Customer Service Center at 888-853-7100.



# Switching Direct Deposit Made Easy

This form authorizes an employer to deposit payroll or other checks into your new Bar Harbor Bank & Trust Account. Please complete one form for each automatic deposit you wish to change. The information can be found on your new checks or deposit slips and your employee benefits statements. Once completed forward this form to your Employer's Human Resources Department.

## To

Employer Name			
Employer Address Line 1			
Employer Address Line 2			
City/State/Zip			

## From

Name			
Employer Address			
Employer City/State/Zip		Telephone	

### Please Direct My

- Existing Direct Deposit                      Direct Deposit Amount
- New Direct Deposit

### To My Bar Harbor Bank & Trust Account

Account number

Bar Harbor Bank & Trust Routing Number: 011201759

SIGNATURE

DATE

### ATTACH A BAR HARBOR BANK & TRUST VOIDED CHECK TO THIS FORM

**Employer** – If you are unable to accept this form, please forward your authorization form to your employee.

### Questions?

We're here to help! Stop into any of our local branches or contact our friendly Customer Service Center at 888-853-7100.



# Switching Payments Made Easy

Utilize this form to notify a company of your request to redirect your automatic payment to your new Bar Harbor Bank & Trust account. Please complete one form for each automatic payment you wish to change. The information required can typically be found on your new checks or deposit slips, and on billing notices. **Once completed forward this form to the company/ business that is due payment.**

## To

Merchant Name			
Merchant Address Line 1			
Merchant Address Line 2			
City/State/Zip			
Account Number		Payment Date	

## From

Name			
Address			
City/State/Zip		Telephone	

**Please redirect my Automatic Payment so that all future payments are made from my Bar Harbor Bank & Trust Account:**

Account Number

Checking

Savings

Payment Amount

Bar Harbor Bank & Trust Routing Number: 011201759

SIGNATURE

DATE

**ATTACH A BAR HARBOR BANK & TRUST VOIDED CHECK TO THIS FORM**

**Merchant** - If you are unable to accept this form, please mail an authorization form to your customer at the address listed.

## Questions?

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