



Doing more for you.

Welcome to First Federal of Bucks County!!!

We understand that the transition from one institution to another may seem like an extremely inconvenient task, so we have created this simple and easy to follow, Switch Kit.

1: **Open your new First Federal of Bucks County Checking Account.**

After you have opened the account that is best for you, stop using your old account.

2: **Switch your Direct Deposit.**

Use the First Federal **Direct Deposit Form** or another form supplied by your employer.

NOTE: Be sure to verify that your direct deposit has started in your First Federal of Bucks County account, prior to issuing checks.

3: **Figure out Automatic withdrawals that come from your checking account.**

Use the **Payments/Transfers Worksheet** to simplify who you make automatic monthly payments to, such as health club memberships, automatic credit card payments, etc.

You can then contact each of them and give them your new banking information. Use the **Change Automatic Payment Form** to make the transition easy.

4: **Register for Online Banking and Free Bill Payment.**

For all other payments that you may want to pay on your own without writing a check, register for online banking at www.firstfedbucks.com. It is a free & user friendly service.

Use our **Online Bill Payment Payees** sheet to make the set-up an easy process.

5: **Close your old checking account.**

After all checks and automatic payments have stopped coming out of your prior bank account, fill out the **Deposit Account Closure Form**. You will then send this form to your former bank; they will send you a check for the remaining balance.

In addition to the above forms, we have enclosed the **Important Phone Numbers and Information**. It is a comprehensive list of all utility, bank and local governments.

Thank you for choosing First Federal of Bucks County and please continue to let us know how we can do more for you.