



# PARKE BANK

## *A Return to Better Banking*

Use this page as a checklist for your Switch. Print out the checklist and keep it handy. As you complete items, simply check off the boxes. The Kit is very easy to use, but please follow the instructions carefully and be sure to fill out all of the forms **completely**.

- Make sure you have **two** forms of valid identification and **Open your New ParkeBank Checking Account!** (Consult our list of acceptable forms of identification if you have any questions)
- Use the Direct Deposit Authorization Form** to send a written request to your direct deposit vendors (payroll, social security\*, interest payments, etc.) to have your funds deposited into your new account.

\*For Social Security direct deposits, changes may be made by calling the Social Security Administration at 1-800-772-1213.

- Deposit sufficient funds into your new account to cover any automatic payments you would like to be taken from your account.
- Send written notice to vendors who currently take payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are closing your old account.
- Use Direct Debit Authorization Form** to send notification of new account information to the vendors with which you want to continue or initiate automatic withdrawals. (You can skip this step if you would like to sign up for Online Bill Pay).
- Make sure all checks have cleared on your old checking account.
- Use the Close Account Request Form** to send written notice to your previous financial institution that you are closing the account.
- Fill out all the needed Bill Pay Information on the **Online Bill Pay Form\*** so that we can set-up your Bill Pay once you have registered for *Parke24 Online Banking*.
- Visit our website [www.parkebank.com](http://www.parkebank.com) to sign up for online banking.

\*Optional Form. After registering for Parke24 Online Banking you are more than welcome to look over our Bill Pay demo and enroll on your own.





# PARKE BANK

*A Return to Better Banking*

"See how easy Switching can be"

## Welcome to PARKEBANK

ParkeBank is proud to have you as a new customer. Along with the helpful staff at each of our branches, this Switch Kit will save you time and hassle by providing information during your switch to ParkeBank. Thank you for allowing us to take care of all your financial needs. You will soon see why you decided on "A Return to Better Banking."

### Now Let's Get Started!!

#### **Step One. Open your new ParkeBank Free Checking Account**

You can visit any ParkeBank branch with the completed New Account Information Form and open your account today. Be sure to look over the list of appropriate forms of identification and check to see that they are all up to date. You can start using your new account as soon as your funds have cleared!

#### **Step Two. Set up your Direct Deposit**

The next step is to change any and all direct deposits you currently have to your new account. We have provided a convenient form to notify your employer or other depositor of the change. Our Routing number is already on the form and your account number will be available at the time of account opening.

\*For Social Security direct deposits, changes may be made directly by calling the Social Security Administration at 1-800-772-1213.

#### **Step Three. Set up your Direct Debit or Automatic Payments**

You may already have payments automatically deducted from your checking account on a regular basis, such as loan payments, insurance payments, etc. Fill out the Direct Debit Authorization Form and send to each payee. This form provides your payees with the proper information to ensure automatic payments are directed to your new ParkeBank Account. A convenient list of vendors is attached to help you in switching over all your automatic payments.

#### **Step Four. Close your Account with the old Bank**

Once your direct deposits and automatic payments have been set up on your new account, you may close your old account. Complete the attached **Close Account Request Form**. You have the option of sending the form out yourself or having us send it to your old bank for processing.

\*An optional form is provided in the kit if you would like Parke to set up your Online Bill Pay. After registering for our Parke24 Online Banking, You are more than welcome to look over our Bill Pay demo and enroll on your own or we will set it up for you!





## New Account Information Form

**Below is a complete list of acceptable forms of primary and secondary identification. Due to the Patriot Act we are required to obtain identification before the account-opening process begins. This rule applies to any new account, including deposit or loan accounts, personal accounts, business accounts, as well as safe deposit box rentals. If you have any questions about proper identification or account opening procedures- just ask! Stop in to one of our local branches or call us at 1-866-PARKEBK.**

The following primary & secondary forms of identification are required for individuals opening an account or for individuals with ownership or signatory authority over an account. In the case of elderly or disabled customers, other forms of identification are acceptable- call for details.

### **Primary Forms of Identification for Individuals**

1. Valid state-issued Driver's License - the license number, state where issued, the date of issuance and the expiration date.
2. Valid passport with photo - document "Passport," country of origin, passport number, the date issued, and the expiration date
3. Valid photo Identification Card (non-driver's license) - the card number, state where issued, the date issued, and the expiration date
4. Valid military photo Identification Card – document "US Uniformed Services," the sponsor service and status, the date issued, and the expiration date

### **Secondary Forms of Identification for Individuals**

1. Birth Certificate
2. Current Utility Bill
3. Social Security Card
4. Medicare Card
5. Student ID
6. Voters Registration
7. Tax Bills / Receipts
8. Vehicle Registration
9. Credit Card

Note - Please do not submit these forms of identification through e-mail, fax, or by mail. Please bring them with you to the branch where you will open your account.



**New Account Information Form**

<b>New BUSINESS Customer Information*</b>					
Business Name		Tax ID #		<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership
				<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation
				<input type="checkbox"/> Rental Security Account	<input type="checkbox"/> Other
Business Physical Address		City	State	Zip code	Phone Number
Business Mailing   Address		City	State	Zip code	Fax Number
Date Business Established			Products / Services		
Type of Business – (Give a brief description.)					
<b>New PERSONAL Customer Information**</b>					
Primary Owner (Signer For Business)			Secondary Owner (Signer For Business)		
Home Address (No PO Boxes)			Home Address (No PO Boxes)		
City	State	Zip	City	State	Zip
Home Phone		Cell Phone		Home Phone	
				Cell Phone	
Social Security Number		Date Of Birth		Social Security Number	
				Date Of Birth	
Home E-Mail Address			Home E-Mail Address		
Employer		Phone		Employer	
				Phone	
Occupation			Occupation		
Type Of ID	Number	Issue Date	Expires	Type Of ID	Number
					Issue Date
					Expires
2 <sup>nd</sup> Type Of ID	Number	Issue Date	Expires	2 <sup>nd</sup> Type Of ID	Number
					Issue Date
					Expires
Previous Bank			Previous Bank		

\*Fill out New Business & Personal Customer Information for new Business Customer. If there are more than two signers on the account, print as many above forms as necessary for each individual signer.

\*\*If there are more than two signers on a New Personal Customer account, print as many above forms as necessary for each individual signer.



# Direct Deposit Authorization Form



*Complete this form for each company with which you have a direct deposit.*

*Please Note: If you have Social Security or other governmental direct deposit, please use Treasury Department Standard Form 1199-A. You can pick up a copy at any ParkeBank Office*

*For Social Security benefits, you can also contact the benefit department by phone to make direct deposit arrangements, 1-800-772-4243.*

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

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

City, State, ZIP: \_\_\_\_\_

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

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

I authorize \_\_\_\_\_ hereinafter referred to as the "Originator", to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit error to my account(s) indicated below and ParkeBank hereinafter referred to as "Depository", to credit and/or debit to the same such account.

Currently I am receiving this direct deposit at the following financial institution:

Name of financial institution: \_\_\_\_\_

Routing number of financial institution: \_\_\_\_\_

Account number: \_\_\_\_\_

As of \_\_\_\_\_ (date), please begin making this direct deposit into my account at:

**ParkeBank – Main Office**

601 Delsea Drive

Sewell, NJ 08080

856-256-2500 **Routing Number: 031207814**

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

Account type: Checking / Savings (circle one) A/C #: \_\_\_\_\_

If the Originator (party making deposit) permits direct deposit to more than one account, I elect to have a portion of the proceeds deposited into the following account at the above named bank.

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

Account type: Checking / Savings (circle one) A/C #: \_\_\_\_\_

Amount to deposit: Net Pay / Fixed amount \$ \_\_\_\_\_ (circle one)

This authority is to remain in effect until the Originator is notified in writing from me of termination in such time as to allow the Originator and Depository sufficient opportunity to act on my request.

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

**\*Please do not email any Switch Kit Forms. For security purposes return the completed form to a ParkeBank branch or directly to the institution crediting or debiting your old account.**



Direct Debit

## Authorization Form

*Complete this form for each company with which you have an automatic payment debited from your account.*

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

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

City, State, ZIP: \_\_\_\_\_

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

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

I authorize \_\_\_\_\_ hereinafter referred to as the "Debit Originator", to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit error to my account(s) indicated below and ParkeBank hereinafter referred to as "Depository", to debit and/or credit to the same such account.

### Originator Account to be Debited

Depository Bank: **ParkeBank** Routing number: **031207814**

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

Account type: Checking / Savings (circle one) A/C #: \_\_\_\_\_

Debit Amount: \$ \_\_\_\_\_ Date of Debit: \_\_\_\_\_

Direct Debit Frequency (check one):  Weekly  Bi-weekly  Monthly  Quarterly

### Beneficiary Account to be Credited

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

Account number: \_\_\_\_\_

This authority is to remain in effect until the Debit Originator is notified in writing from me of termination in such time as to allow the Debit Originator and Depository sufficient opportunity to act on my request.

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

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For your convenience, here is a checklist of automatic payments you might need to switch over or add to your new ParkeBank Checking Account.

- Gas & Electricity
- Water & Sewer
- Cable Service
- Home Phone
- Cell Phone
- Insurance (Auto, Home, Other)
- Internet Service Provider
- Memberships (Gyms, Clubs, Other)
- Automatic transfers to savings or investment accounts
- Auto loan payments
- Student loan payments
- Mortgage



**Online Bill Pay Information Form**



	<b><u>Name of Payee</u></b>	<b><u>Type of Payee</u> (Company, Individual, or Bank or Credit Union)</b>	<b>Account Number for the Payee</b>	<b>Payee's Phone Number</b>	<b>Payee's Address (City, State, &amp; zip code)</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					

Once you sign up for Parke24 Online Banking, we can set up your Bill Payments for YOU! Just fill out the above form and we will do the rest. If your payments exceed 7, print out another form and keep going! We will set up as many payments as you need. Once we set up your Bill Pay, other options and features are available.

Please do not email any Switch Kit Forms. For security purposes return the completed form to a ParkeBank branch

