



PARKE BANK

A Return to Better Banking

Switch Kit

SWITCH TO PARKEBANK

Make the Switch to ParkeBank; it's Easy, Convenient, and Fast!

At ParkeBank, our mission is to provide our customers with a friendly, customer focused banking experience. To further our commitment to you, we have designed this convenient Switch Kit. This kit will provide all of the information you need to make your switch to ParkeBank seamless.

Our Switch Kit includes an easy-to-follow guide and all the forms you will need to begin enjoying "A Return to Better Banking" including:

- Step by step instructions
- Acceptable forms of identification list
- New account information
- Close account request (to close your existing account)
- Direct deposit authorization
- Direct debit authorization
- Online Bill Pay information*

*After signing up for Parke 24 Online Banking, registering for ParkeBank's BillPay and eBills is fast and easy.





PARKE BANK

A Return to Better Banking

Use this page as a checklist for your Switch to ParkeBank.

- Make sure you have **two** forms of valid identification to open your new ParkeBank account! (Consult our list of acceptable forms of identification)
- Use the Direct Deposit Authorization Form** to send a written request to your direct deposit vendors (employer, social security*, interest payments from certificates of deposit, 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. We can also assist you with this change during the account opening process.
- Deposit sufficient funds into your new account to cover any automatic payments you would like to pay from your account.
- Send written notice to vendors with whom you have automatic payments (utilities, insurance companies, internet service providers, banks, etc.) to switch your bill pay account.
- Use Auto-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.
- Visit our website www.parkebank.com to sign up for online banking.
- Complete the required Bill Pay Information to assist you in setting up **Online Bill Pay and eBill**.





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“See how easy Switching can be”

Welcome to PARKEBANK

ParkeBank is proud to welcome you as a new customer. Along with the knowledge and helpful staff at each of our branches, this Switch Kit will save you time and hassle 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 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 deposited funds have cleared!

Step Two. Set up your Direct Deposit

The next step is to change any direct deposits you currently have to your new account. We have provided a convenient form to notify your employer or other depository 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. We can also assist you with this change during the account opening process.

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 a copy 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.





Acceptable Forms of Identification List

Below is a complete list of acceptable forms of primary and secondary identification. Due to the Patriot Act we are required to obtain two forms of 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 (727.5325)

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.

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 / Insurance Card
5. Student ID
6. Voters Registration
7. Tax Bills / Receipts
8. Vehicle Registration
9. Credit Card

For your protection, do not submit any forms of identification through e-mail, fax, or by mail, please bring them with you to any ParkeBank location.



New Account Information Form

<i>New BUSINESS Customer Information*</i>				
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.)				
<i>New PERSONAL Customer Information**</i>				
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
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
2 nd Type Of ID	Number	Issue Date	Expires	2 nd Type Of ID
Previous Bank	Previous Bank			

Choose Account Type (Business or Personal)

Choose Additional Services

<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Certificate of Deposit	<input type="checkbox"/> Check Order <input type="checkbox"/> ATM/Debit Card <input type="checkbox"/> Bill Pay <input type="checkbox"/> Night Drop <input type="checkbox"/> Tuition Rewards
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*If you are a new Business Customers fill out New Business & Personal Customer Information. 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 1199A, available at any ParkeBank location.

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

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: _____

*** For your protection, please do not email any Switch Kit forms; return the completed forms to a ParkeBank branch, all other related forms should be sent directly to the institution crediting or debiting your old account.**



PARKE BANK

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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 Debit

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 Credit

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: _____

*** For your protection, please do not email any Switch Kit forms; return the completed forms to a ParkeBank branch, all other related forms should be sent directly to the institution crediting or debiting your old account.**





For your convenience, we have included this checklist of potential automatic payments you may 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



	<u>Name of Payee</u>	<u>Type of Payee</u> (Company, Individual, or Bank or Credit Union)	Account Number for the Payee	Payee's Phone Number	Payee's Address (City, State, & Zip Code)
1					
2					
3					
4					
5					
6					
7					
8					
9					

Once you sign up for Parke 24 Online Banking, signing up for online Bill Pay is easy. Print additional pages as need to additional payees, you can set up as many payments as you need, you may even choose the eBill option.

For your protection, please do not email any Switch Kit forms; return the completed forms to a ParkeBank branch.

