

Easy-to-Switch Kit

Our Guided Instructions

DEAN BANK

1) Guided Instructions

2) Account Switch Form

How do I switch my account to Dean Bank?

Switching your banking relationship to Dean Bank is easy! Just complete and return the simple Account Switch Form on the following page (2). If you are able, include a photocopy of each applicant's primary form of ID as well, to expedite the process.

There are four different ways to return your Account Switch Form:

Fax	Mail	Drop off	Online
508-520-2318	Dean Bank Attn: Deposit Services 21 Main Street, P.O. Box 307 Franklin, MA 02038	Drop it off at the branch nearest you	Complete and submit our secure electronic Switch Form online at www.DeanBank.com

Upon receipt of your Account Switch Form, we will process the documents to open the accounts and services that you have selected. A Customer Service Representative will then call you to arrange a convenient time for you to come into the Bank, sign your signature cards and ATM/Debit MasterCard™ application, pick up your starter checks, and register you for online banking services. At that time, we'll also assist you with switching over any direct deposits and automatic payments. When you come into the branch, please bring your driver's license or primary form of identification and your opening deposit, as well as any direct deposit and automatic payment withdrawal information so that we can assist you.

How do I switch direct deposit and automatic payments?

Direct Deposit: Contact your employer about their procedure for changing your direct deposit information. Your company may have a specific form they want you to use and they may require a voided check from your new Dean Bank account to verify your account number and Dean Bank's routing number, which is 211372035. We can also provide you with a pre-filled form when you come in to the bank to complete the account opening process.

Automatic Payment Withdrawals: If you have bills or payments that are automatically withdrawn from your account at regular intervals, such as your monthly utility bills, you will need to contact each of the companies that you have these agreements with and ask them to change your payments to be withdrawn out of your new Dean Bank account. These companies may allow you to make this change over the phone or on their website. You will need to provide your new account number and Dean Bank's routing number, which is 211372035.

How do I close my old account(s)?

Once your Dean Bank account is open, please be sure to do the following before you close your old accounts:

- Wait until all your checks, debit card purchases, and online bill payments have cleared your old checking account.
- Verify that your direct deposit(s) and automatic payment(s) have been switched over to your new Dean Bank account(s).
- Destroy any remaining old checks and cancel your ATM / debit card(s) and online banking services.

Thank you for switching to Dean Bank! If you have any questions, please call a Customer Service Representative at any of our branches.

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Account Switch Form 1 of 2

DEAN BANK

1) Guided Instructions

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Step 1 Tell us about you

Applicant

Last Name	First	Initial
Street Address		
City	State	Zip
Date of Birth	Social Security Number	
Home Phone	Cell Phone	
Mother's Maiden Name		
e-Mail Address		
License or ID: Type	Number	Exp. Date

Joint-Applicant (if any)

Last Name	First	Initial
Street Address		
City	State	Zip
Date of Birth	Social Security Number	
Home Phone	Cell Phone	
Mother's Maiden Name		
e-Mail Address		
License or ID: Type	Number	Exp. Date

Signature (Please read this statement before signing)

All the information I have given is true and correct. I request that the paperwork necessary to open the account(s) indicated below be prepared and understand that my signature(s) and opening deposit (s) will be required at a future date. I understand that for my protection, new account applications will be verified by Efund's Chex Systems. If more than one person signs below, I understand that this statement applies to both persons.

Signature of Applicant _____ Date _____

Signature of Joint-Applicant (if any) _____ Date _____

Step 2 Tell us the accounts and services you are interested in.

What type of account(s) would you like?

- FREE Checking NOW Checking Basic Checking Bank At Work Free Statement Savings Account

What account access services would you like?

- Free Online Banking Free Online Bill Payment Free PhoneLink Telephone Banking Free ATM/Debit MasterCard™
 Applicant Joint-Applicant

What other services are you interested in?

- Free Investment & Insurance Evaluation Safety Deposit Box Other _____

What type of checks do you want?

- Free standard checks (Available only for FREE Checking) Upgrade to personalized checks
 Blue Gray Green Yellow

Step 3 Tell us about your direct deposit and automatic payments.

Do you need your direct deposit(s) switched to Dean Bank?

- Yes No If Yes, follow the instructions on page 1 of this kit or we can help you at the time of account opening.

Do you need any automatic payment(s) switched to Dean Bank?

- Yes No If Yes, follow the instructions on page 1 of this kit or we can help you at the time of account opening.

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Account Switch Form 2 of 2

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BANK

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Step 4 Tell us the branch that's most convenient for you.

- **Blackstone** 8 Main Street 508-883-2122
- **Franklin** 21 Main Street 508-528-0088

- **Bellingham** 411 Pulaski Boulevard 508-883-2000
- **Mendon** 32 Hastings Street (Rt. 16) 508-634-0040

Step 5 Send us this Account Switch Form using the instructions on the Guided Instructions page of the Switch Kit (page 1). Include a copy of all applicants' primary form of ID, if possible, to expedite the account opening process.

Thank you for switching your account to Dean Bank. Switch forms are reviewed Monday through Friday during normal business hours. We will contact you shortly after reviewing your submission.