

# Switch Kit Instructions

## Mercantile Bank

Mercantile Bank opened in 1987 as a small neighborhood bank looking to serve the needs of people living and working in Boston's neighborhoods who may not have been adequately served by the city's large banking institutions. Since we opened our first office in the Fenway area, more and more residents and business owners have come to appreciate the personalized service of Mercantile Bank. With the growing support of our customers, we opened new offices in Brighton in 2000 and in the South End in 2003.

## Additional Services

### Internet Banking

Access your banking information anytime, anywhere through our secure internet site.

### Debit Card

Use it just like a check at retailers and all transactions are detailed in your account history.

### Certificate of Deposit

Get a fixed rate of return on your money for a special period of time.

### Overdraft Protection

Protect yourself from overdrawing your account.

You've opened your new account at Mercantile Bank and you need to move your previous relationship. Simply follow these 3 steps:

## 1. Open Your New Mercantile Checking Account.

To open any Mercantile Checking Account, including our Free Checking option, visit any Mercantile location. Please call: 617.247.2800

## 2. Move Your Transactions to Your New Account. Change Your Direct Deposit to Mercantile.

For payroll Direct Deposit, fill out the enclosed *Payroll Direct Deposit* change form and give it to your employer's payroll office or we'll mail it for you.

To change Social Security Direct Deposit, call the Social Security Administration at 1.800.SSA.1213 (1.800.772.1213) and tell them to switch your direct deposit to Mercantile. Be prepared to give them your account number and Mercantile routing number **011002725**.

### Switch Your Automatic Withdrawals.

Use the enclosed *Automatic Withdrawal Change* form to contact any organization that you have authorized to make automatic withdrawals from your account and let them know that you have switched to Mercantile. You need to include a voided Mercantile check or one of your new deposit slips.

### Switch Charges Automatically Billed to Your Checking Account.

Contact any company that you have authorized to receive payment and tell them to debit your new Mercantile account instead. They will need your new account number or card number and expiration date.

### Let Outstanding Checks And Automatic Withdrawals Clear in Your Old Account.

Leave enough money to cover your outstanding checks. It may take several weeks for everything to clear. Remember, with our Free Checking Account there are no fees so we won't charge you for anything. We make it easier for our customers to make the transition.

## 3. Close Your Old Account.

Request a check for the remaining balance to close your account. Make sure that all your transactions have cleared before closing.

**Destroy your checks and ATM/Debit Card from your former bank.**



Fenway Office  
61 Brookline Ave.  
Boston, MA 02215  
Phone: 617.247.2800  
Fax: 617.247.6581

Brighton Office  
423 Washington St.  
Brighton, MA 02135  
Phone: 617.783.3500  
Fax: 617.783.5265

South End Office  
1320 Washington St.  
Boston, MA 02118  
Phone: 617.778.0500  
Fax: 617.778.0077

Member FDIC



Equal Housing Lender

# Direct Deposit Form

## Direct Deposit Change

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

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

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

City, State, Zip: \_\_\_\_\_

## To Whom It May Concern:

This letter serves as a request to have my direct deposit transferred to my account with Mercantile Bank. My information is as follows:

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

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

## The direct deposit is currently deposited to my account with:

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

Account Number: \_\_\_\_\_

ABA Routing Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

## Please redirect deposit to my account with Mercantile Bank as follows:

Account Number: \_\_\_\_\_

ABA Routing Number:   0     1     1     0     0     2     7     2     5  

Type of Account:    Checking        Money Market        Savings

## Please note the following special instructions:

\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature of Account Holder



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# Direct Transfer Form

## Automatic Account Payment/Withdrawal Change

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

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

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

City, State, Zip: \_\_\_\_\_

## To Whom It May Concern:

This letter serves as a request to have my automatic payment/withdrawal transferred to my account with Mercantile Bank.

The automatic payment/withdrawal is currently debited from my account with:

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

Account Number: \_\_\_\_\_

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

ABA Routing Number: \_\_\_\_\_

Please redirect the payment/withdrawal to be debited from my account with Mercantile as follows:

Bank: \_\_\_\_\_

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

ABA Routing Number: 0 1 1 0 0 2 7 2 5

Type of Account:     Checking     Savings     Money Market

Please note the following special instructions:

\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature of Account Holder



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