

Switch Kit



Welcome to The Victory Bank! We're glad you're here. Please fill out the information requested in this form. Afterward, schedule a meeting with one of our representatives to complete your account transfer. **We're here to help every step of the way!**

Here is a breakdown of what you will need to do prior to your transfer meeting:

1. Open your new Victory Bank account.
Be sure to enroll in Online/Mobile Banking and E-statements at this time.
2. Stop using your old checking account(s) and allow outstanding checks and payments clear the account(s).
3. Destroy any unused ATM/Debit cards, checks, and deposit slips from your old account(s).
*The Victory Bank provides free standard checks for the life of your account.
Bring your old checks and cards to our branch and we will shred them for you.*
4. Move your direct deposits to your new account.
5. Update your Mobile Wallet.
6. Update your automatic payments. You'll need to adjust each institution or company where automatic payments are set up to debit from your new Victory account.
7. Close your old accounts - after ensuring all items have been cleared.
8. Use the checklist below to track your progress.

Open your new Victory account.

Enroll in Victory's Online Banking, Mobile Banking, and E-Statements.

Verify there are enough funds in your old account to cover outstanding payments.

Submit authorizations to your direct deposit providers.

Confirm all your credit and debits have cleared your old account.

Confirm all automatic payments are now clearing through your new Victory account.

Update your Mobile Wallet.

Close your old account(s).

For Business Clients Only: Choose which services you would like to enroll in.

Sweep

Remote Deposit Capture

ACH

Payroll

Set your appointment with a Victory Bank Representative.

APPOINTMENT

Bank Representative

Date

Time

Location

Get Organized

Use this worksheet to help you keep track of any automated transactions.

To simplify your switch, list all automatic payments/deposits from the last 12 months for transfer to your new account. This includes cell phone charges, utilities, retirement and health savings accounts, subscriptions, charitable contributions, and other regular payments. By doing this, you prevent issues like rejected payments, bounced checks, and fees, ensuring a smooth transition without oversight.

Beginning (Current) Balances:

_____	_____	_____	_____
Institution	Amount	Institution	Amount

_____	_____	_____	_____
Institution	Amount	Institution	Amount

Direct Deposits/Payroll

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

Automatic Payments - Bill Pay

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

_____	_____	_____	_____
Company	Amount	Date	Acct # / Comment

You will want to keep track of activity of your account(s). Before closing any account, be sure all checks, desoposits, autmatic payments, debit card transactions, ATM withdrawals have cleared. For quick reference, include your account information above.

Direct Deposit Transfer

Complete this form for **(each of)** your Direct Deposit with any company or organization who is automatically depositing funds to your existing (old) account.

Company Name

Street Address

City

State

Zip Code

I've recently changed my banking relationship to The Victory Bank. Please update my direct deposit to the following new account.

The Victory Bank - 610-948-9000
548 N. Lewis Rd., Limerick PA, 19468

Routing #: 031919128

Name

Account Number

Effective:

mm/dd/yyyy

Street Address

City

State

Zip Code

Daytime Phone Number

I hereby authorize to have my direct deposit switched to my account with The Victory Bank.

Account Owner Signature

Date

We can assist you with changes to your Social Security Deposits by calling the Social Security Administration Direct Deposit Department at 800-772-1213 or by signing up online at <https://ssa.gov/deposit>.

Automatic Payments

Use this form to request a transfer of an automatic payment, (Loan Payment, Insurance, etc.) to your Victory Bank account, or to establish a new automatic payment from your Victory Bank account. Complete this form for each automatic payment, and allow sufficient time for your first automatic payment to be activated against your new Victory account.

These payments can easily be set up in our Online Banking Bill Pay.

New Change

Customer Information:

<hr/> Name		<hr/> Account Number	Effective: <hr/> mm/dd/yyyy	
<hr/> Street Address	<hr/> City	<hr/> State	<hr/> Zip Code	<hr/> Daytime Phone Number

Vendor / Payee Information:

<hr/> Company Name			
<hr/> Street Address	<hr/> City	<hr/> State	<hr/> Zip Code

New Bank Information:

The Victory Bank 548 N. Lewis Rd., Limerick, PA 19468
Routing #: 031919128

<hr/> Account Number	Checking	Savings
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Effective as of the date above, I authorize the above referenced Vendor / Payee and Victory Bank to initiate entries into my Victory account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

<hr/> Signature	<hr/> Date
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Printed Name

Account Closing Authorization

Complete this form to send to your previous bank, authorizing them to close the accounts listed below.

Please close my account(s) as described below.

Name(s) on Accounts

Account Number

Checking

Savings

Account Number

Checking

Savings

Account Number

Checking

Savings

Please prepare a cashier's check for any balance(s) in the above mentioned account(s) and mail to the address selected below:

Name

Street Address

City

State

Zip Code

The Victory Bank
548 N. Lewis Rd., Limerick, PA 19468

Account Holder Signature

Date

Joint Account Holder Signature

Date