



**Follow the instructions below and you will be guided through the process. – Easy as 1– 2– 3!**

### Open your new deposit account & check card (if applicable)

- Before you close your existing account you will want to make sure your new one is open and ready for your use. Your new account number will be needed before you can change any electronic entries such as direct deposit or direct debit to your new account. A community office representative will assist you in choosing the account that's right for you.
- Complete the necessary paperwork to open the new account, ATM, or check card and order your checks.
- After your account is established, you can sign up for online banking and verify account activity.

#### Send written notice to your Direct Deposit Vendors

*Examples of payments: Payroll Deposits, Social Security Payments, Interest Income*

Use the **Direct Deposit Change Notice (#1)** to notify businesses or organizations that are depositing funds into your checking or savings accounts of the bank change. Many government agencies, including Social Security allow you to change your direct deposit over the phone. A list of agencies and their phone numbers are as follow:

**Social Security Administration** (800) 772-1213

**Veteran's Administration** (800) 386-4576

**Army, Navy, Air Force, Marines Retirement** (800) 321-1080

Civilian and military personnel should use **SF 1199A** to change their direct deposit.

**Note:** Some companies may require that you complete their authorization form before the change is completed. Employers may also pay you by check until the change notification is submitted.

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***We recommend that you keep your current account open until you can verify that the direct deposits are switched to your new bank account.***

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#### Send written notice to your Direct Payment Vendors

Examples of direct payments: Insurance Premiums, Health Club Membership Fees, mortgage payments, loan payments, utility payments such as phone, cable, or electric.

Use the **Direct Payment Change Notice (#2A)** to notify businesses or organizations that are deducting direct payments from your current checking account that your account is changing. You can also use this form if your deductions are being taken from your **Checkcard (#2B)**.

#### Send written notice to the financial institution that you are closing your account.

After you have changed your direct deposit and payments and have verified that all your checks have cleared on your old account; you are ready to close it. Use the **Deposit Account Closure Notice (#3)** to make notification. Write a check for the balance that remains in your account and deposit it in your new account at National Penn Bank (or a divisional bank). Make sure that you verify your ending balance is zero on the final bank statement on your old account and your account has closed.



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KNBT • HomeTowne Heritage Bank  
FirstService Bank • Nittany Bank

**Direct Deposit Change Notice (#1)**

**Instructions:** Complete this form and send to Employer, Social Security or other Benefits Payor

**Personal Information**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name of Employer or Agency \_\_\_\_\_

Address \_\_\_\_\_

**Previous Financial Institution**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**New Financial Institution**

Name \_\_\_\_\_ National Penn Bank

Corporate Address \_\_\_\_\_ Philadelphia & Reading Avenues, Boyertown, PA 19512

Routing Institution \_\_\_\_\_ 031308784

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

Name on Account \_\_\_\_\_

Type of Account (check one)  Checking  Savings

**Authorization**

**I hereby authorize this change in direct deposits effective as soon as possible.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Questions may be directed to National Penn Bank's Information Center at 1.800.822.3321 or submit your question through our Contact Us form at <https://services.natpennbank.com/securemail/npb/contactus.asp>



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**Direct Payment Change Notice (#2A)**

**Instructions:** Complete this form and send to company receiving payments directly from your checking or savings account.

**Personal Information**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name of Employer or Agency \_\_\_\_\_

Address \_\_\_\_\_

**Previous Financial Institution**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Name on Account \_\_\_\_\_

**New Financial Institution**

Name National Penn Bank

Corporate Address Philadelphia & Reading Avenues, Boyertown, PA 19512

Routing Institution 031308784

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

Name on Account \_\_\_\_\_

Type of Account (check one)  Checking  Savings

**Authorization**

**I hereby authorize this change in direct payment(s) effective as soon as possible.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Direct Payment Change Notice for Check Card Deductions (#2B)**

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**Instructions:** Complete this form and send to company receiving payments directly using your check card.

**Check card number** \_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name of Vendor or Company Receiving Payment \_\_\_\_\_

Address \_\_\_\_\_

**Previous Card Information**

Check card number \_\_\_\_\_

**New Card Information**

Check card number \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Authorization**

I hereby authorize this change in direct payment effective as soon as possible.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Deposit Account Closure Notice (#3)**

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**Instructions:** Complete this form and send to Financial Institution to close account

Name of Financial Institution \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Account Number(s) \_\_\_\_\_

Social Security Number \_\_\_\_\_

**Authorization**

I hereby authorize the closure of my checking account and hereby state that all of my checks have cleared the account to be closed and all direct deposits and direct payments have been stopped. Please mail me the remaining balance in my account, if any, to the address I have indicated above.

Signature \_\_\_\_\_

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

Joint Signature \_\_\_\_\_

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

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