



Welcome!

Thank you for choosing JBT to be your financial partner. Our Switch Kit makes it easy to transfer all your accounts to JBT in three simple steps:

- 1. Come into any JBT office and open a new account.**
- 2. Stop using your current bank account and begin using your new JBT account. Leave your old bank account open until all your checks have cleared and direct deposits and automatic payments have been switched to your new JBT account.**
- 3. Complete the easy to use JBT letters on the following pages to switch direct deposits and automatic payments, and finally to close your old account.**

Read “Frequently Asked Questions.”

Begin there, and if you still have questions we will be happy to help you. Just call any office listed at the bottom of this page.

Use the Worksheet to organize your account information.

Following the FAQ page, we have provided a Worksheet to help you make sure to switch ALL your automatic payments and direct deposits. Print out as many letters as you need and send one to each business or organization to which you make automatic payments (Page 5), and from which you receive direct deposits (Page 6). Also, if you are switching accounts from more than one bank, send each one a “Request to Close My Accounts” form (Page 4).

At the bottom of the Worksheet are government phone numbers and websites you can contact if you have questions on related financial topics.

Frequently Asked Questions

Most likely your questions will be answered here. If not, call us!

What is the JBT Switch Kit?

JBT's Switch Kit makes changing your accounts to JBT easy. Included are letters you can use to contact the companies that you do business with to inform them of your new account relationship with JBT. These letters let you authorize changes to automatic payments and direct deposits. There is also a letter to send to your current bank requesting the closing of old accounts.

Can I switch my payments and deposits before opening a JBT account?

No. The companies that you do business with will need your new account information to redirect their payments and deposits.

Who can help me if I need assistance completing the forms?

Any JBT Customer Service Specialist will be happy to assist you – phone numbers for each office are listed below.

How long will it take to switch my payments and direct deposits to JBT?

The company making the change typically completes the change in 2–3 payment periods. Individual companies may vary.

What is an automatic payment (ACH debit)?

Automatic payments are a convenient way to ensure your bills are paid on time. You authorize a company to deduct a payment amount from your account on a date you specify.

What is a direct deposit (ACH credits)?

Direct deposit is a quick, safe and convenient way of receiving funds into your account electronically. Most employers and government agencies issue their payments this way. It eliminates trips to the bank to deposit checks.

Why is my Social Security number needed on the direct deposit letter?

This is generally required by companies and agencies offering direct deposit as a means of identification and for routing of deposits.



Switch Kit Worksheet

Fill out this form so you don't miss switching any payments or deposits to JBT.

Automatic Payments:

Payment Type	Company	Account Number	Amount	Payment Date
Mortgage/Rent				
Auto Loans				
Student Loans				
Insurance				
Credit Card				
Credit Card				
Credit Card				
Heating Fuel				
Electric				
Cable TV				
Telephone				
Internet				
Cell Phone				
Water				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Other				

Direct Deposits:

Payment Type	Company	Account Number	Amount	Deposit Date
Payroll				
Payroll				
Pension				
Retirement Plans				
Social Security				
Investments				
Other				

Reference Contact Information

Social Security Administration: 1-800-772-1213 www.ssa.gov
 Office of Personnel Management: 1-888-767-6738 www.opm.gov
 U.S. Railroad Retirement Board: 1-800-808-0772 www.rrb.gov
 Department of Veterans Affairs: 1-877-838-2778 www.va.gov
 or 1-800-827-1000



Jonestown Bank & Trust Co.
bankjbt.com

Request to Close My Accounts

Please close my accounts listed below. All transactions have cleared.

Date: ____ / ____ / ____

TO: (Bank name & address where accounts are currently held)

Account Number:

Name(s) on Account:

Send a check for all proceeds to:

Jonestown Bank & Trust Co.

For benefit of: _____

For deposit to Account No.: _____

421 East Penn Avenue

Cleona, PA 17042

Thank you,

Account Holder (Signature) _____ Date: ____ / ____ / ____

Account Holder (Signature) _____ Date: ____ / ____ / ____



Request for Change in Automatic Payments

This letter authorizes you to change the account information of my automatic payments to the following JBT account. This change is to be effective immediately.

Date: ____ / ____ / ____

To: _____

My Information:

Name: _____
Address: _____

Bank/Deposit Information:

Name of Bank: Jonestown Bank & Trust Co.

Account Type: _____ (if checking, attach a voided check)

JBT Account No.: _____

JBT Routing No.: **031312055**

Payment Amount: _____

Payment Frequency: _____

Payment Date(s): _____

Please contact me at ____ - ____ - ____ with any questions and to confirm the change is complete.

Thank you,

Account Holder (Signature) _____ Date: ____ / ____ / ____

Account Holder (Signature) _____ Date: ____ / ____ / ____



Request for Change in Direct Deposit

This letter authorizes you to change the direct deposits of my funds to the following JBT account. This change is to be effective immediately.

Date: ____ / ____ / ____

To: _____

My Information:

Name: _____
Social Security No.: _____
Address: _____

Bank/Deposit Information:

Name of Bank: Jonestown Bank & Trust Co.

Account Type: _____ (if checking, attach a voided check)

JBT Account No.: _____

JBT Routing No.: **031312055**

Amount of Deposit: _____

Please contact me at _____ - _____ - _____ with any questions and to confirm the change is complete.

Thank you,

Account Holder (Signature) _____ Date: ____ / ____ / ____

Account Holder (Signature) _____ Date: ____ / ____ / ____