



This packet is designed to make your transition to New Buffalo Savings Bank convenient and quick. It's all you need for closing your accounts at another bank, switching your direct deposits, and changing your automatic withdrawals.

**Welcome to  
New Buffalo Savings Bank!**

Banking the way *You* like it.<sup>SM</sup>



**NEW BUFFALO SAVINGS BANK**

[www.NewBuffaloSavings.com](http://www.NewBuffaloSavings.com)

24 Hr. Information & Transaction Line:  
Locally 469-7603 Toll Free 1-888-590-NBSB

45 North Whittaker Street, New Buffalo, MI 49117 • 269-469-2222  
6701 West US 12, Three Oaks, MI, 49128 • 269-756-2222

**Letter #1:  
CLOSING YOUR OLD ACCOUNTS**

1. Leave enough money in your account(s) to cover any outstanding checks and automatic withdrawals. This could take a month or more.
2. When you are certain the old account is inactive, use the enclosed letter #1 to request the remaining funds be withdrawn to bring your account to zero balance.
3. Destroy old checks, ATM/Debit cards and deposit slips.

**Letter #2:  
DIRECT DEPOSITS**

Use the enclosed letter #2 to redirect any funds going directly into your account. Give or send to:

- Your employer's Human Resource dept.
- The company issuing your retirement or pension payments.

**Letter #3:  
AUTOMATIC WITHDRAWALS**

Send the enclosed letter #3 to anyone withdrawing funds directly from your checking or savings account, or making automatic charges to your old debit or credit cards.

Give or send to:

- Loan companies
- Insurance companies
- Utilities
- Telephone
- Internet provider
- Cable company
- Memberships
- On-Line, Health Club

