

# HSBC Switch Kit

Your gateway to smarter banking.

This kit contains:

- > Switch Kit Checklist
- > Direct Deposit Transfer Letter
- > Automatic Payment Transfer Letter
- > Account Closure Request Letter



# Switch Kit Checklist

Thank you for choosing to bank with HSBC Bank USA, N.A. We're dedicated to ensuring that your transition is a smooth one. The easy steps below will guide you through the process of switching accounts to us.

## New customer checklist

- Order and activate your new HSBC debit card either in-branch or by phone at 1.800.975.HSBC (4722)
- Establish direct deposit with HSBC
  - Prepare to move your direct deposit by completing the **Direct Deposit Transfer Letter**.  
**Note:** you may be asked to fill out an additional form by the party making the direct deposit.
- Establish automatic payment with HSBC
  - Set up new automatic payments. You can use our **Automatic Payment Transfer Letter**, or consider our Personal Internet Banking with Free Bill Pay as an alternative that gives you more control over your funds. (If you're setting up more than one automatic payment, print or make additional copies of the **Automatic Payment Transfer Letter** for each automatic payment.)
- Close your old account
  - Complete the **Account Closure Request Letter** and send it to your old bank. (Remember that some financial institutions may require you to fill out additional forms.) If your account is an interest bearing account, please consider your account closing date carefully.
- Open your HSBC savings account
- Register and log on to HSBC Personal Internet Banking
  - Register to receive e-statements
- Download the HSBC Mobile Banking App<sup>1</sup>

For any questions, call us at 1.800.975.HSBC (4722) or visit one of our branches, and we will be happy to assist you. We're here to help you make the switch an easy one. Thanks again for choosing HSBC.

<sup>1</sup>Data charges from your mobile service provider may apply. HSBC BANK USA, N.A. is not responsible for these charges. HSBC personal internet banking is required to access HSBC mobile banking.

# Direct Deposit Transfer Letter

Complete and sign this form for every party (i.e., employer, vendor) initializing a direct deposit to your account. Then, give this signed form, along with a voided check from your new HSBC account, to the party making the direct deposit.

Establish Direct Deposit       Change my existing Direct Deposit

## Company Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

## Customer Information

Name \_\_\_\_\_ Employee ID#/Account# \_\_\_\_\_

Social Security # \_\_\_\_\_

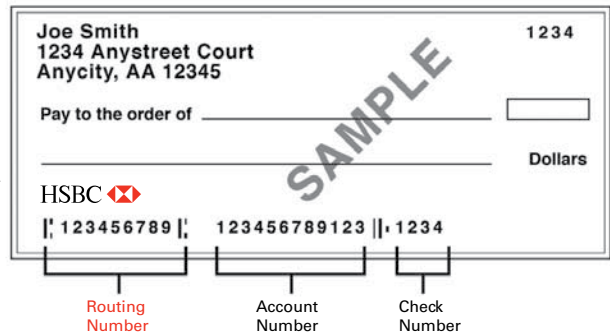
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

## Bank Information

HSBC Bank USA, N.A.

Routing Number \_\_\_\_\_



## Deposit Information

Note: You can route your direct deposit to more than one account.

1. Account Type:

HSBC Checking

HSBC Savings

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

Amount \$ or % (circle one) \_\_\_\_\_

2. Account Type:

HSBC Checking

HSBC Savings

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

Amount \$ or % (circle one) \_\_\_\_\_

I authorize \_\_\_\_\_ (employer/company) to make deposits directly to my HSBC Bank USA, N.A. account(s) indicated above, and authorize HSBC Bank USA, N.A. to accept such deposits.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

# Automatic Payment Transfer Letter

Date \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## To Whom It May Concern

I would like to change my payment instructions. Currently, you are debiting payment from my old bank account at:

### Former Bank

Name \_\_\_\_\_

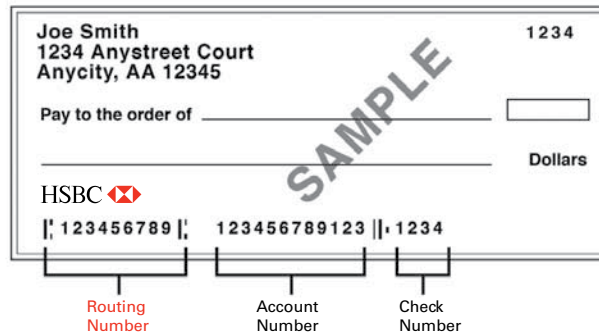
Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

As of \_\_\_\_\_ (date), please stop debiting this account and start debiting this payment from my new account at HSBC. My new information is as follows:

### Current Bank

HSBC Bank USA, N.A.

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



Please send me a written confirmation of the date this change will be effective.

Customer's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Account Number with Payee \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# Account Closure Request Letter

Date \_\_\_\_\_

Name of Financial Institution (of the account you are closing) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## To Whom It May Concern

This letter is to inform you that I have decided to close the account(s) listed below as of \_\_\_\_\_ (date)

Please close the account(s) noted below and mail any balance and interest earned to my address.

Please close the account(s) noted below and wire any balance and interest earned to my new corresponding HSBC account, also noted below.

**Account 1** Old Account Number: \_\_\_\_\_ Old Routing Number: \_\_\_\_\_  
to HSBC Bank USA, N.A.

New Account Number: \_\_\_\_\_ New Routing Number: \_\_\_\_\_

**Account 2** Old Account Number: \_\_\_\_\_ Old Routing Number: \_\_\_\_\_  
to HSBC Bank USA, N.A.

New Account Number: \_\_\_\_\_ New Routing Number: \_\_\_\_\_

**Account 3** Old Account Number: \_\_\_\_\_ Old Routing Number: \_\_\_\_\_  
to HSBC Bank USA, N.A.

New Account Number: \_\_\_\_\_ New Routing Number: \_\_\_\_\_

Upon closure of the account(s) listed above, please send a confirmation to the address below:

Sincerely,

Customer's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_