HSBC Switch Kit

Your gateway to smarter banking.

This kit contains:

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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 App¹

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.



¹Data 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 ex	xisting Direct Dep	osit		
Company Information	Company Name					
inomation	Address					
	City	State _	Zip	Phone #		
Customer Information	Name		Employee IDa	#/Account#		
	Social Security #					
	Address					
	City	State _	Zip	Phone #		
Bank			Joe Smith 1234 Anystreet Co Anycity, AA 12345		1234	
	HSBC Bank USA, N.A.		Pay to the order or	chi.	Dollars	
Information	Routing Number		HSBC 🗱	SY	Dollars	
			123456789 1	23456789123 1234		
		,	Routing Number	Account Check Number Number		
Deposit	Note: You can route your direct deposit to more than one account.					
Information	1. Account Type:		2. Account Type:			
	☐ HSBC Checking		☐ HSBC Checking	9		
	☐ HSBC Savings		☐ HSBC Savings			
	Account Number:		Account Number:			
	Amount \$ or % (circle one)		Amount \$ or % (c	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 Million 14 Mars Conserve					
	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 Current 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:					
	HSBC Bank USA, N.A. Routing 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				