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.

☐ 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

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.

HSBC Personal Banking Switch Kit

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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 Checking
   ☐ HSBC Savings  ☐ HSBC Savings
   Account Number: _____________________________ 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 ________________________

HSBC Personal Banking Switch Kit

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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:

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:

Former Bank

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

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 ________________