Liberty Bank
OF NEW JERSEY

Switch Kit
for Personal Banking



Inside, you'll find everything you need to get started with Liberty Bank of New Jersey, including:

- ✓ A checklist of first steps
- ✓ A direct deposit form
- ✓ An automatic payment form
- ✓ A guide to automatic transactions

Ensure smooth sailing from day one.

Set up direct deposit.

No extra trips to the bank. Contact your payer to switch your payroll, benefit payments, or other income directly into your new account.

Tip: Have your new Liberty Bank of New Jersey routing number (**021214914**) and account numbers ready. This will provide faster access to your funds if you don't already have direct deposit.

Enroll in online and mobile banking.

Enroll in **online banking** and **download our app** to easily manage your accounts — check balances, pay bills, transfer funds, and more.

Transfer your payments.

Ensure your automatic payments come from your new account. Contact your service providers (utilities and other regular bills, gym memberships, app subscriptions, etc.) and provide them with your new account or debit card number.

Tip: See the common automatic transactions guide on page 5.

Close your old account.

Contact your previous bank and close your old account.

Tip: First, review your statements to ensure that any automatic payments, checks, or other transactions have cleared.

Set up direct deposit.

Switch Your Payroll Direct Deposit

Complete this form, then print, and sign. Provide it to your employer to notify them you are authorizing the direct deposit of your payroll to be made to your new Liberty Bank of New Jersey account.

✕ My account at the following financial institution will be closed:

FORMER FINANCIAL INSTITUTION	
FORMER ROUTING NUMBER	
FORMER ACCOUNT NUMBER	
NAME ON ACCOUNT	

↓ Please establish direct deposit to my Liberty Bank of New Jersey account:

COMPANY TO RECEIVE THIS FORM	
LIBERTY BANK ROUTING NUMBER	021214914
LIBERTY BANK ACCOUNT NUMBER	

Printed Name _____ Signature _____ Date _____

Set up direct deposit.

Authorization to Change Direct Deposit

Complete this form, then print, and sign. Provide it to your payer to notify them you are authorizing the direct deposit to be made to your new Liberty Bank of New Jersey account.

✕ My account at the following financial institution will be closed:

FORMER FINANCIAL INSTITUTION	
FORMER ROUTING NUMBER	
FORMER ACCOUNT NUMBER	
NAME ON ACCOUNT	

↓ Please establish direct deposit to my Liberty Bank of New Jersey account:

COMPANY TO RECEIVE THIS FORM	
LIBERTY BANK ROUTING NUMBER	021214914
LIBERTY BANK ACCOUNT NUMBER	

Printed Name _____ Signature _____ Date _____

Transfer your payments.

Take a Look at Your Automatic Payments

Check for any automatic transactions you may have with your current bank, such as the examples in the list below. Contact each organization and provide your new Liberty Bank account information.

AUTOMATIC DEPOSITS

- Employer Direct Deposit
- Social Security
- Supplemental Security Income
- SS Disability
- Unemployment Compensation
- Annuity Payments
- Pension
- Retirement Plans
  - 401(k)
  - IRA
  - Roth
- Compensation
  - Special Monthly Compensation
- VA/Active Military
  - GI Bill
  - Disability
  - Dependency and Indemnity

AUTOMATIC PAYMENTS

Automatic Debits/Transfers

- Mortgage
- Utilities
- Phone/Wireless
- Credit Cards
- Loans
- Meal Services
- Insurance
- Streaming Services (Netfix, Hulu)
- Health Clubs

Online Applications

- Amazon
- PayPal®
- Zelle®
- Venmo
- Uber®
- Lyft
- Square®
- Apple Pay®/Samsung Pay®/Google Pay® (Digital Wallet)

Transfer your payments.

Authorization to Change Automatic Payment

Complete this form, then print, and sign. Please send before your next payment is due to all companies and organizations that currently automatically draft your account for payments.

✓ **I authorize automatic payment/draft from my account at Liberty Bank of New Jersey.**

COMPANY TO RECEIVE THIS FORM	
FORMER ACCOUNT NUMBER	
LIBERTY BANK ROUTING NUMBER	021214914
LIBERTY BANK ACCOUNT NUMBER	
NAME ON ACCOUNT	

Printed Name _____ **Signature** _____ **Date** _____

Daytime Phone Number _____

Questions? Need a hand?
Your local team is ready to help.

973-232-5810

725 Bloomfield Ave
Verona, NJ 07044

Liberty Bank
OF NEW JERSEY

Member FDIC | EQUAL HOUSING LENDER