

Bank of Hawaii Switch Kit

Thank you for choosing Bank of Hawaii

This Bank of Hawaii Switch Kit provides easy-to-follow steps and forms to help you transition your banking needs to Bank of Hawaii.

Open a Bank of Hawaii Checking Account

Bank of Hawaii offers a variety of checking accounts to meet your financial needs. To open your checking account, stop by any Bank of Hawaii branch or visit us online at boh.com.

Begin the switch to Bank of Hawaii

To get started, have the following items ready:

- Your new Bank of Hawaii checking account number
- A voided Bank of Hawaii check (Do not sign the check)
- Former financial institution checking account number
- Statements from previous checking account

STEP 1: Switch Direct Deposits

Direct deposits are recurring automatic deposits that are credited to your checking account, such as payroll, dividends, or social security payments.

- Complete the *Direct Deposit Change Notice* and mail it to your employer or other fund originator.
- Attach your personal check from your Bank of Hawaii checking account and ensure the word "VOID" is written in ink across the check. Do not sign the check.

STEP 2: Switch Automatic Payments

Automatic payments are recurring automatic deductions from your checking account, such as utility payments, loan payments, or savings transfers.

- Review your previous checking account statements for all automatic deductions from your checking account.
- Complete the *Automatic Payment Change Notice* and mail one form to each company that is currently making automatic deductions.
- Attach your personal check from your Bank of Hawaii checking account and ensure the word "VOID" is written in ink across the check. Do not sign the check.

STEP 3: Monitor Your Checking Accounts

Previous Checking Account

- Maintain sufficient funds on your previous checking account to cover any outstanding automatic payments and checks that have not yet cleared.

Bank of Hawaii Checking Account

- Confirm your direct deposits are crediting to your Bank of Hawaii checking account.
- Confirm your automatic payments are deducting from your Bank of Hawaii checking account.

STEP 4: Close Your Previous Checking Account

- Complete the *Checking Account Request to Close Notice* and mail it to your former financial institution.

STEP 5: Print Switch Kit

- Print completed Switch Kit and save a copy for your records.

Direct Deposit Change Notice

Complete and submit this form to any company or individual who is automatically depositing funds to your existing checking account.

To (Company or Individual Name): _____

From (Your Name): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Last four digits of SSN: _____ Daytime Phone Number: _____

Please discontinue sending my direct deposit to:

Financial Institution: _____

Checking Account Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Please begin sending the same direct deposit to:

BOH Checking Account Number: _____

BANK OF HAWAII, PO Box 2900, Honolulu, Hawaii 96846-6000

Branch Phone Number: _____

Routing Number: **121301028**

I hereby authorize my direct deposit to be sent to my new Bank of Hawaii checking account.
I have attached a copy of a voided check for reference.

SIGNATURE

DATE

Automatic Payment Change Notice

Complete and submit this form to any company or individual who is automatically deducting payments or withdrawals from your existing checking account.

To (Company or Individual Name): _____

From (Your Name): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Last four digits of SSN: _____ Daytime Phone Number: _____

Please discontinue my automatic payments from:

Financial Institution: _____

Checking Account Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Amount of Payment: \$ _____

Please redirect my automatic payments to:

BOH Checking Account Number: _____

BANK OF HAWAII, PO Box 2900, Honolulu, Hawaii 96846-6000

Branch Phone Number: _____

Routing Number: **121301028**

I hereby authorize you to redirect future automatic payments/withdrawals to my new Bank of Hawaii checking account (effective immediately). I have attached a copy of a voided check for reference.

SIGNATURE

DATE

Checking Account Request To Close Notice

Submit this form to close your old checking account at your former financial institution.

To (Financial Institution): _____

Checking Account Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

From (Name(s) on account): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____

Joint Holder Name: _____

**Please accept this form as authorization to mail all funds now on deposit
in this account and close the account. Please mail my balance to:**

BANK OF HAWAII, PO Box 2900, Honolulu, Hawaii 96846-6000 _____

BOH Checking Account Number: _____

I hereby authorize the closing of my checking account. All my checks have cleared the account to be closed and all direct deposits and automatic payments/withdrawals have been stopped.

SIGNATURE DATE

JOINT SIGNATURE DATE