



Welcome to First Priority Bank!

Thank you for choosing First Priority Bank to serve your banking needs. Enclosed you will find everything you need to switch all your accounts from your current financial institution to First Priority Bank.

Simply complete the following steps:

- Step 1: Visit a First Priority Bank branch and open your new accounts.
- Step 2: Stop using the accounts at the bank you are switching from, however, **don't close out your old bank account right away**. Leave it open until all direct deposits and automatic payments have successfully switched to First Priority Bank. We will help you with this.
Be sure to shred your old checks or bring them into the branch and we will shred them for you.
- Step 3: Sign up for online banking and bill pay by visiting our website at **www.fpbk.com** and clicking on the Consumer Internet banking tab. (You may want to print your list of payees, if you use bill pay at your former bank.)
- Step 4: Change all your direct deposits to your new First Priority Bank account using the enclosed form. Review your last three bank statements to ensure that you have not omitted any direct deposits.
- Step 5: Change all your automatic payments to your new First Priority Bank accounts using the enclosed form. Review your last three bank statements to ensure that you have not omitted any automatic withdrawals.
- Step 6: Close your former accounts once you have confirmed that all automatic deposits and payments have switched.

It's that easy! We are here to provide any assistance you may need throughout this process. Please do not hesitate to stop in or call any of our branch locations.

Welcome and thank you for choosing First Priority Bank!



Automatic Deposit Authorization Form

First Priority Bank

Complete and submit this form to any company that is automatically depositing funds to your existing checking/savings account.

- Type of Automatic Deposit: [] Employee Payroll [] Pension/Retirement [] Social Security [] Investment Income [] Other (please specify)

Date: _____

To: _____

This notice serves as the authorization to change the account information for automatic deposits in the name (s) of _____ your account number _____. I/We have changed accounts to First Priority Bank and the account information you are currently using will no longer be valid.

Effective immediately, the new information for direct deposit is as follows:

First Priority Bank
2 West Liberty Boulevard Suite 104
Malvern, PA 19355

Bank Routing Number: 031918899

Customer Account Number: _____ [] Checking [] Savings

If you have any questions about this request or this letter is NOT sufficient to complete this request, contact me:

Daytime () _____ Evening () _____

Name _____

Address _____ City _____ State _____ Zip _____

Thank you for your assistance in this matter.

I hereby authorize the change to my account

Account holder _____

Date _____

Account holder _____

Date _____



Automatic Payment Authorization Form

First Priority Bank

Complete and submit this form to any company that is automatically taking payments from your existing checking/savings account.

Date: _____

To: _____

This notice serves as the authorization to change the account information for automatic payments in the name (s) of _____, your account number _____. I/We have changed accounts to First Priority Bank and the account information you are currently using will no longer be valid.

Effective immediately, the new information for direct payments is as follows:

First Priority Bank
2 West Liberty Boulevard Suite 104
Malvern, PA 19355

Bank Routing Number: 031918899

Customer Account Number: _____ **Checking** **Savings**

If you have any questions about this request or this letter is NOT sufficient to complete this request, contact me:

Daytime () _____ Evening () _____

Name _____

Address _____ City _____ State _____ Zip _____

Thank you for your assistance in this matter.

I hereby authorize the change to my account

Account holder

Date

Account holder

Date

Authorization to Close Accounts



First Priority Bank

Date:

To:

Please accept this notice as authorization to close the account (s) listed below and transfer the balance plus any accrued interest to First Priority Bank (routing # 031918899) for deposit to the account of :

_____ new account number _____

If transferring balances by check, please mail to the address below.

**First Priority Bank
2 West Liberty Boulevard Suite 104
Malvern, PA 19355**

Immediately close and transfer the balances in the following account (s):

Account # _____ Checking Savings Money Market

Account # _____ Checking Savings Money Market

Account # _____ Checking Savings Money Market

If you have any questions about this request, or if this letter is NOT sufficient to make this change, please contact me at:

Daytime () _____ Evening () _____

Name _____

Address _____ City _____ State _____ Zip _____

Thank you for your assistance in this matter.

I hereby authorize the change to my account

Account holder

Date

Account holder

Date

AUTOMATIC PAYMENT CHECKLIST

	Payment	Company	Account Number
<input type="checkbox"/>	Mortgage/Rent		
<input type="checkbox"/>	Loans		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	Credit Cards		
<input type="checkbox"/>	Gas/Oil		
<input type="checkbox"/>	Electric		
<input type="checkbox"/>	Cable/TV		
<input type="checkbox"/>	Telephone		
<input type="checkbox"/>	Cell Phone		
<input type="checkbox"/>	Water/Sewer		
<input type="checkbox"/>	Trash Removal		
<input type="checkbox"/>	Internet Provider		
<input type="checkbox"/>	Health Club		
<input type="checkbox"/>	Investments		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

DIRECT DEPOSIT CHECKLIST

	Deposit	Company	Account Number
<input type="checkbox"/>	Employee Payroll		
<input type="checkbox"/>	Pension(s)/Retirement Plans		
<input type="checkbox"/>	Social Security		
<input type="checkbox"/>	Investment Income		
<input type="checkbox"/>			
<input type="checkbox"/>			

Helpful Phone Numbers and Websites

First Priority Bank	www.fpbk.com	1-877-533-4420
Social Security Administration	www.ssa.gov	1-800-772-1213
Department of Veterans Affairs	www.va.gov	1-877-838-2778 or 1-800-827-1000
Power Company		
PECO	www.exeloncorp.com	1-800-494-4000
PPL Corporation	www.pplelectric.com	1-800-342-5775
UGI Utilities Inc.	www.ugi.com	1-800-276-2722
Philadelphia Gas Works	www.pgworks.com	215-235-1000
Water		
Aqua Pennsylvania	www.aquaamerica.com	1-800-711-4779
Superior Water Co	www.superiorwaterco.com	610-222-4171
Philadelphia Water Revenue Bureau	www.phila.gov/waterrev	215-686-6880
Telephone		
AT & T	www.att.com	1-800-222-0300
Cavalier	www.cavtel.com	1-800-683-3944
Vonage	www.vonage.com	1-800-647-9275
Comcast	www.comcast.com	1-800-266-2278
Verizon	www.verizon.com	1-800-660-2215
Wireless Telephone		
AT & T (Cingular)	www.attwireless.com	1-800-331-0500
Sprint	www.sprint.com	1-888-211-4727
T-Mobile	www.t-mobile.com	1-800-937-8997
Verizon	www.verizonwireless.com	1-800-922-0204
Cable and Satellite		
Comcast	www.comcast.com	1-800-266-2278
Verizon FIOS	www.verizon.com	1-888-553-1555
DIRECTTV	www.directtv.com	1-800-494-4388
Dish Network	www.dishnetwork.com	1-888-284-7116



First Priority Bank

Frequently Asked Questions

Q. Who do I call if I have questions?

A. Please call your local branch or our main toll-free number 1-877-533-4420 if you have any questions about your new account or need assistance in switching your direct deposits or direct payment.

Q. What if I use a form to switch my account but it is not accepted?

A. On the authorization form, we ask that you be contacted if the form submitted is not sufficient to make the changes requested. If this happens, your personal banker at your local First Priority Bank will be happy to assist in filling out any additionally required forms.

Q. When will my direct deposits start?

A. It normally takes 2 or 3 cycles to start a new direct deposit. This delay is the reason you want to keep your old account open until you can verify that all existing direct deposits have been switched to your new First Priority account.

Q. What is an automatic bill payment (ACH debit)?

A. Automatic bill payment is a convenient way to pay your bills such as gas, electric, telephone, credit cards, insurance etc. Usually, you give the company your bank and account information and the date you want the amount due to the company taken from your account. This request is sent to the bank and the funds from your account are transferred to the company electronically on the date you specify

Q. When will my automatic bill payment start from my new account?

A. Generally, it takes 2 to 3 billing cycles for your transaction to be switched or started. This delay is the reason you want to keep your old account open until you can verify that all existing direct payments have been switched to your new First Priority account.

Q. How can I verify that my automatic bill payment or automatic deposit has been made?

A. You can verify that all your direct deposits and payments have started going to your new account by calling your local branch or 1-877-533-4420, logging into www.fpbk.com and reviewing your account, or checking your monthly bank account statement.