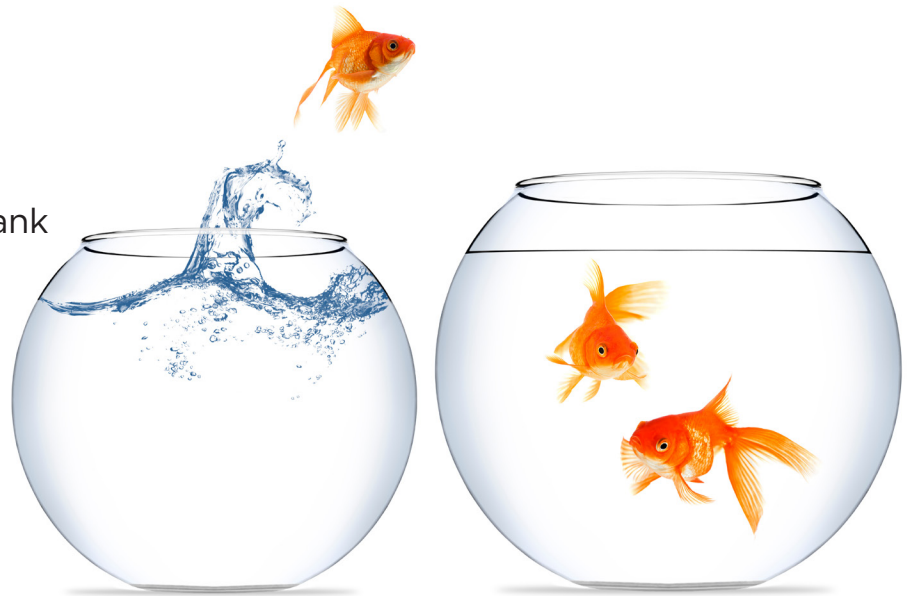


SWITCHING IS EASY

Welcome to Martha's Vineyard Bank



We have been serving the communities of Martha's Vineyard, and more recently Falmouth, for over 100 years. Our personal service, combined with a complete suite of financial products and world class online and mobile banking, make Martha's Vineyard Bank an ideal partner for your financial needs.

To get started, just complete these forms so you can move your account and make the transition as convenient as possible. If you have questions or would like assistance, contact our customer service team at 508-627-4266.

FIRST STEPS

1. Open your new Martha's Vineyard Bank account
2. Complete the account changeover checklist
3. Update your direct deposit and electronic payments
4. Close your old account

GETTING STARTED IS EASY. HERE'S ALL YOU NEED TO DO:

Step 1: Open your new Martha's Vineyard Bank account.

Step 2: Stop using your old account and let the checks and debit card transactions clear. This should take approximately two weeks. Make sure you leave enough money in the old account to cover any unpaid transactions.

Step 3: Use **FORM A** to change your Direct Deposit(s) to your new account.

Step 4: Use **FORM B** to redirect any automatic payments to your new account. Don't forget to change any debit card payments to your new debit card account as well.

Step 5: Use **FORM C** to inform your old bank that you are closing your account.

Step 6: Enroll in online banking and enter those businesses and bills you would like to pay online.

Account Changeover Checklist

*Helpful Tip: For reference, gather your two most recent statements from your old financial institution. If applicable, include statements/information for utility payments, loan payments, health club memberships, etc., that you have set up with your old account.

DIRECT DEPOSITS. List all direct deposits to your account(s).

DEPOSIT TYPE	COMPANY/INSTITUTION NAME	ACCOUNT NUMBER	AMOUNT	DATE
Employer Payroll (1)	_____	_____	_____	_____
Employer Payroll (2)	_____	_____	_____	_____
Social Security (1)	_____	_____	_____	_____
Social Security (2)	_____	_____	_____	_____
Pension/Retirement (1)	_____	_____	_____	_____
Pension/Retirement (2)	_____	_____	_____	_____
Investment/Brokerage (1)	_____	_____	_____	_____
Investment/Brokerage (2)	_____	_____	_____	_____

AUTOMATIC PAYMENTS/TRANSFERS. List all withdrawals from your account(s).

DEPOSIT TYPE	COMPANY/INSTITUTION NAME	ACCOUNT NUMBER	AMOUNT	DATE
Home/Auto Insurance	_____	_____	_____	_____
Life Insurance	_____	_____	_____	_____
Gas/Electric	_____	_____	_____	_____
Phone	_____	_____	_____	_____
Water	_____	_____	_____	_____
TV/Internet	_____	_____	_____	_____
Mortgage	_____	_____	_____	_____
Credit Card	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

FORMER ACCOUNT ACTIVITY TRACKING

You will want to keep track of the activity on your old account. Make sure that all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared before closing the account — this should take approximately two weeks.

We are happy to assist you with making these changes. Please sign below to authorize us to communicate with these companies on your behalf.

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

FORM A. Direct Deposit Authorization Form



Send this form to your employer, your retirement plan, the Social Security Administration or the Department of Veterans Affairs. For Social Security and Veteran's Affairs benefits, a Martha's Vineyard Bank representative can assist you; find more information at www.mvbank.com/solutions-desk

*Helpful Tip: Be sure to include a voided Martha's Vineyard Bank check with this form. One of the starter checks you received when you opened your account will be fine.

Enter the information for the company making direct deposits to your account:

Company Name _____
Address _____
City _____ State _____ Zip Code _____

Enter your personal information:

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Social Security Number _____

To Whom It May Concern,
I have recently switched financial institutions. Effective immediately, please stop making deposits into my old account and begin making them to my new Martha's Vineyard Bank account indicated below.

New Martha's Vineyard Bank Account Information

Martha's Vineyard Bank Routing Number: 211372925
Account Number _____ Amount \$ _____ Checking Savings
Account Number _____ Amount \$ _____ Checking Savings
Print Name _____ Signature _____ Date _____

FORM B. Redirect Automatic Payments



Use this form to change any withdrawals or payments that are automatically made from your old account. Don't forget to change those payments that use your debit card number, such as automatic payments made online.

Enter the information for the company you want payments directed to:

Company Name _____
Address _____
City _____ State _____ Zip Code _____

Enter your personal information:

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Social Security Number _____

To Whom It May Concern,
I have recently switched financial institutions. Effective immediately, please stop making deposits into my old account and begin making them to my new Martha's Vineyard Bank account indicated below.

For ACH Transactions:

New Account Information: Martha's Vineyard Bank

Martha's Vineyard Bank Routing Number: 211372925

Account Number _____ Checking Savings

Effective: Immediately Beginning on _____

Pay: Total Amount Other Amount \$ _____

Attached please find a voided Martha's Vineyard Bank check from my new account.

For Debit Card Transactions:

Please stop using my old debit card and use this new card.

Name on Card (First, Last) _____

Account Number _____ CVV Security Code _____ Expiration Date _____

If you have any questions about this request, please call me. Thank you.

Print Name _____ Signature _____ Date _____

FORM C. Account Closing Letter

Use this form to inform your old bank of your wish to close your old account, after your checks and debit card transactions have cleared and you've changed your automatic deposits and payments.

*Helpful Tip: Once you have made your initial deposit to open your new account, please allow a statement cycle for the outstanding items to clear your old account.

Enter your old financial institution's information:

Institution Name _____

Address _____

City _____ State _____ Zip Code _____

To Whom It May Concern,
Please accept this letter as authorization and close my account(s) listed below with your institution. Please issue a cashier's check in my name for the remaining balance(s) along with all accrued interest (if applicable).

ACCOUNT TYPE	ACCOUNT NUMBER	NAME(S) OF ACCOUNT OWNER
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have any questions about this request, please call me. Thank you.

Please send all closing balances to:

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Social Security Number _____

Print Name _____ Signature _____ Date _____