



Checking Account Switch Kit

(For individuals residing in Massachusetts only.)

Switching your checking account to Winchester Savings Bank is as simple as 1, 2, 3, 4. Complete the Customer Information form, bring it to any one of our five conveniently located offices, and ask for a new accounts representative. In just a short period of time, they will have your new checking account opened. With your new account number, you can then quickly and easily complete Steps 2 through 4 below.

Just follow the directions below, and if you have any questions, please call us at (781) 729-2130 (outside 781 area code call 1-800-WSB-1871) and we will be happy to assist you.

Step 1 – Customer Information

Fill out the requested information and stop by one of our five conveniently located offices to open your new account.

Step 2 – Automatic Payment Change Letter

Complete the Automatic Payment Change Letter and forward a copy of it to any company currently processing a recurring automatic payment out of your existing checking account. **It is important that you switch these recurring automatic payments to your new Winchester Savings Bank checking account so that the billing companies do not try to process payments from the account you are closing.**

Step 3 – Account Closing Letter

Fill out the Account Closing Letter, make a copy for your records, and give it to your current bank to ensure they close your account and forward any remaining funds to Winchester Savings Bank. Make sure all of your checks have cleared and that all automatic payments are stopped **before** sending this letter to your current bank.

Step 4 – Direct Deposit Request Form

If you currently have your paycheck directly deposited to your checking account, complete the Direct Deposit Request Form in order to switch it to your new Winchester Savings Bank checking account. When completed, send it to your payroll department for processing.

That's all there is to it! Remember, if there is any way in which we may be of assistance, we're only a phone call away.



Step 1 – Customer Information

(PLEASE TYPE OR PRINT)

Please provide the following information for all individuals who will be authorized signers on this account.

- 1) Name _____ Soc Sec No _____
Address _____
City _____ State _____ Zip _____
D.O.B. _____ Tel No _____
Mother's Maiden Name _____
Employer _____ Occupation _____

- 2) Name _____ Soc Sec No _____
Address _____
City _____ State _____ Zip _____
D.O.B. _____ Tel No _____
Mother's Maiden Name _____
Employer _____ Occupation _____

- 3) Name _____ Soc Sec No _____
Address _____
City _____ State _____ Zip _____
D.O.B. _____ Tel No _____
Mother's Maiden Name _____
Employer _____ Occupation _____

- 4) Name _____ Soc Sec No _____
Address _____
City _____ State _____ Zip _____
D.O.B. _____ Tel No _____
Mother's Maiden Name _____
Employer _____ Occupation _____



Step 2 – Automatic Payment Change Letter

(For switching automatic payments to your new Winchester Savings Bank account.)

Use this letter to notify any company that is **processing a recurring automatic payment** for you to change the automatic payment to your new Winchester Savings Bank checking account. If you have more than one automatic payment that you want deducted from your new checking account, just make copies of this letter and send one to each company. Be sure to provide your old bank account number, your old bank ABA routing number (this is the nine digit number on the bottom left of your old check) and your new Winchester Savings Bank account number in the space provided below. Also, if the billing company has assigned you an account number for the product and services that they provide, make sure that you provide that number as well. If you have any questions, please call us at (781) 729-2130.

To (Name of company processing automatic payment) _____

Date _____

Street Address _____ City _____ State ____ Zip _____

From (Your Name) _____

Account Number (if applicable) _____

Please be advised that I have recently changed banks and will need to have my automatic payment switched from my old account to my new account with **Winchester Savings Bank**.

OLD AUTOMATIC PAYMENT INFORMATION

I currently have my automatic payment coming out of my (circle one account type):

Checking Savings Money Market Account

Bank Name: _____

ABA Routing Number: _____

Bank Account Number: _____

NEW AUTOMATIC PAYMENT INFORMATION

Bank Name: Winchester Savings Bank Tel No.: (781) 729-2130

ABA Routing Number: 211370888

Bank Account Number _____



You are responsible for filling out forms to ensure processing of your automatic payment switch to Winchester Savings Bank.



Step 3 – Account Closing Letter

Date _____ To (Bank Name) _____

Street Address _____

City _____ State _____ Zip _____

From (Your Name) _____ Phone # _____

Subject: Request to Close Account(s)

I am writing to request that you close my account(s) listed below.

Account(s) To Be Closed

Account Number(s)	Account Type (Circle One)		
_____	Checking	Savings	Money Market
_____	Checking	Savings	Money Market
_____	Checking	Savings	Money Market

Please send a check to Winchester Savings Bank for any funds remaining in the account(s) to the address shown below. If you have any questions, please contact me/us at the phone number provided above. Thank you.

Winchester Savings Bank Tel No.: (781) 729-2130
661 Main Street
Winchester, MA 01890
ATTN: Personal Banking Department

Account Owner(s) Authorization

I/we hereby authorize the closing of the account(s) listed above.

Signature

Signature

You are responsible for filling out forms to ensure closure of existing bank account(s).

