



SWITCH KIT

Switch to Winchester Co-operative Bank and let us help you save time and money.

Our goal is to make switching to WCB a simple task done at your convenience.

First come in and choose what account will work best for your needs. All you need to bring with you is a proper picture ID, and open your account.

This switch kit is provided as a way to transfer funds from another financial institution or bank. You can close an account; change your direct deposits, payroll deposits, as well as automatic payments to your new Winchester Co-operative Bank account. Simply fill out the enclosed forms as needed and mail them or drop them off to the appropriate bank, person or company.

- Fill out Close Account Form and mail or drop off at your old bank.
- To authorize Direct Deposit*, fill out and sign the payroll Deposit form, attach a voided check from your new Winchester Co-operative Bank checking account and give to your employer's Human Resources or Payroll Department.
- Fill out and mail, or drop off, an Account Debit Change Authorization Form for every automatic debit you want to have deducted from your new Winchester Co-operative Bank account

(*Note: For Social Security Direct Deposit, we can assist you with calling the Social Security Administration Department at (800)772-1213.)



DEBIT CHANGE FORM

Automatic Account Debit Change Authorization Form

Name of Service Provider: _____

Customer Name: _____

Address: _____

City/State/Zip: _____

Account/Customer #: _____

I hereby authorize my (monthly/weekly/bi-weekly) automatic withdrawal in the amount of
\$ _____ to be withdrawn from my current checking account # _____

at Winchester Co-operative Bank.

Withdrawal Effective Date: _____

Bank ABA Routing #: 211371573
Winchester Co-operative Bank
19 Church Street
Winchester, MA 01890

(NOTE: PLEASE ATTACH A VOIDED CHECK TO THIS FORM)

Signature

Date

Printed Name



PAYROLL DEPOSIT FORM

Payroll Deposit Change Form

Name: _____

Address: _____

City/State/Zip: _____

I authorize direct deposit of my payroll to my account at the Winchester Co-operative Bank.

Bank ABA Routing #: **211371573** Winchester Co-operative Bank
19 Church Street
Winchester, MA 01890

Checking Account #: _____

Amount to be deposited: _____

Statement Savings Account #: _____

Amount to be deposited: _____

Effective Date: _____

Signature

Date

Printed Name



CLOSE ACCOUNT REQUEST

Name: _____

Address: _____

City/State/Zip: _____

Please close the following deposit account(s), effective today:

Type: Checking Savings Other

Account #: _____

Type: Checking Savings Other

Account #: _____

Please transfer the balance of the account(s) to:

Winchester Co-operative Bank
19 Church Street
Winchester, MA 01890
Bank ABA Routing #: **211371573**

Account # _____

Signature

Date

Printed Name