

Thinking about switching to Reading Co-operative Bank?



There has never been a better time to switch to Reading Co-operative Bank and enjoy the security of responsible banking. Our new Switch Kit includes everything you need to make a smooth transition in **5 easy steps**:

- STEP 1** Open your new checking or savings account at Reading Co-operative Bank by visiting one of our Customer Service Specialists in Reading, North Reading, Woburn or either of our Wilmington offices or by visiting www.readingcoop.com.
- STEP 2** Move your direct deposits from your old bank account to your new Reading Co-operative Bank account using the enclosed Direct Deposit Authorization Form.
- STEP 3** Move your automatic payments and deposits to Reading Co-operative Bank with the enclosed Automatic Deposit/Payment Switch Form.
- STEP 4** Set up online bill pay. Cancel each payee in the online bill pay service on your old account, and add each to your new Reading Co-operative Bank account.
- STEP 5** Close your old account using the enclosed Account Closing Form.

You can transfer your accounts to Reading Co-operative Bank in 5 easy steps.

READING

WILMINGTON

NORTH READING

WOBURN

781.942.5000

Connecting all offices

800.698.6962

www.readingcoop.com

Reading
CO-OPERATIVE BANK

MEMBER FDIC MEMBER SIF

 EQUAL HOUSING LENDER

GET STARTED

To transfer your bank accounts, follow the easy steps in the left-hand column on each page of our switch kit, and complete the form on the right side of each page.

If you have any questions about making the switch to Reading Co-operative Bank, call 781.942.5000 during regular bank hours. One of our Customer Service Specialists will be happy to help you.

Your 5-Step Checklist

The following checklist will help you keep track of your progress as you complete the steps needed to transfer your accounts to Reading Co-operative Bank. Please save a copy of this checklist for your records.

- Step One** Open your new Reading Co-operative Bank account.
- Step Two** Complete one copy of the Direct Deposit Authorization Form included in this Switch Kit for each organization (your employer, Social Security, CD interest payments, etc.) that deposits funds directly into your account, and send the form to the organization. For Social Security direct deposits, you may simply call the Social Security Administration at 1.800.772.1213.
- Step Three** Complete one copy of the Automatic Payment/Deposit Switch Form included in this Switch Kit for each of the automatic payments or automatic deposits (except for payroll) associated with your old account and mail it to the financial institution or merchant that processes the transactions.
- Step Four** Set up online bill pay. Cancel each payee in the online bill pay service on your old account, and add each to your new Reading Co-operative Bank account.
- Step Five** Close your old account.

Confirm that all checks have cleared on your old account, and that all automatic payments are now being withdrawn from your new Reading Co-operative Bank account. Determine the balance that is available in your old account to deposit into your new Reading Co-operative Bank account.

Once you withdraw the balance of your funds, notify your old bank that you are closing the account using the Account Closing Form included in this Switch Kit.

We recommend that you keep your old bank account open for a period of two months to be sure that all changes in your automatic payments or deposits are complete, and that all outstanding checks have cleared, before you close the account.

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Step One

Open your new Reading Co-operative Bank checking or savings account by visiting one of our Customer Service Specialists in Reading, North Reading, Woburn or either of our Wilmington offices or by visiting www.readingcoop.com.

Step Two

Move your direct deposits to your new Reading Co-operative Bank account using the form at right.

Send one copy of the Direct Deposit Authorization Form to each company or organization making direct deposits to your previous account. For direct payroll deposits, please give a copy of this form to your employer's Human Resources department. For direct deposits from Social Security or other government agencies, follow the instructions below.

We recommend that you wait for a period of two months to be sure that all changes in your direct deposit are complete before closing your old bank account.

For Social Security or other governmental direct deposit:

If you have direct deposit from Social Security or other government agencies, please use Treasury Department **Standard Form 1199A** to make direct deposit arrangements. For Social Security benefits, you may request a change by calling 1.800.772.1213.

Direct Deposit Authorization Form

Name _____

Address _____

City _____

State _____

Zip _____

Work Phone _____

Home Phone _____

Social Security Number _____

Employer Name _____

Employer Phone Number _____

Employer ID Number or Department _____

List account numbers below:

Previous account number _____

Previous bank name _____

New Reading Co-operative Bank account number _____

Routing Transit Number: 211372404

Type of account [check one]: Checking Savings

Signature _____

Date _____

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Step Three

Move your automatic payments to Reading Co-operative Bank using the form at right.

This form will notify merchants and financial institutions (such as utility companies, banks, insurance companies, etc.) to redirect automatic payments from and deposits to Reading Co-operative Bank. Please complete and sign a separate copy of this form for each request and mail it to the merchant or institution.

We recommend that you wait for a period of two months to be sure that all changes in your automatic payments or deposits are complete before closing your old bank account.

Automatic Payment/Deposit Switch Form

To:

Merchant or Company Name

Merchant or Company Address

City

State

Zip

From:

Name

Address

City

State

Zip

ID Number or Department

Please redirect my [check one]:

Automatic Payment Automatic Deposit

To my new Reading Co-operative Bank checking account effective [check one]:

Immediately Beginning _____

Account Number

Routing Transit Number: 211372404

Signature

Social Security | Tax Identification Number

Daytime Phone Number

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Step Four

Set up online bill pay.

Cancel each payee in the online bill pay service on your old account, and add each to your new Reading Co-operative Bank account.

Once you finish step four, you're ready for the final step.

Step Five

Account Closing Form

To close your old accounts, simply complete one copy of this form for each account and submit it to your old bank.

Account Closing Form

Please close the account described below:

Name of previous bank

Name/s on account

Social Security Number / Tax Identification Number

Account Number

Account Type

Please prepare a bank check for the balance of the account payable to:

Reading Co-operative Bank for the benefit of _____
[RCB Account Holder's Name]

To be deposited in account number: _____

Please include my social security number: _____

Mail check to:

Reading Co-operative Bank
180 Haven Street
Reading, MA 01867-2969

If you have questions about this request, please contact me at _____

Thank you for your assistance.

Sincerely,

Customer Signature

Date

Joint Account Holder Signature

Date

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