

Give your business the Reading Co-operative Bank advantage.



Reading Co-operative Bank offers all the tools you need to successfully manage your finances, from business savings accounts with competitive rates to business checking lines of credit that help you to control your cash flow.

You'll find a high level of personal service at our offices, as well as convenient, online banking 24/7 as well as free online bill pay. You'll enjoy the security of knowing that your deposits are covered in full through FDIC and SIF insurance, regardless of the size of your account. And, we'll never surprise you with hidden fees.

With our new Business Switch Kit, you can transfer your accounts to Reading Co-operative Bank in five easy steps:

- STEP 1** Open your new account at Reading Co-operative Bank.
- STEP 2** Move your automatic deposits from your old bank account to your new Reading Co-operative Bank account.
- STEP 3** Move your automatic payments To Reading Co-operative Bank.
- STEP 4** Set up online bill pay.
- STEP 5** Close your old account.

Our five-step Business Switch Kit makes it easy to make the change.

READING

WILMINGTON

NORTH READING

WOBURN

781.942.5000

*Connecting all offices*

800.698.6962

[www.readingcoop.com](http://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.

## Reading Co-operative Bank Business Switch Kit 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 Business Checking Account or Business Statement Savings Account. Visit one of our customer service specialists in Reading, North Reading, Woburn, or either of our Wilmington offices, or visit [www.readingcoop.com](http://www.readingcoop.com) to get started.
- Step Two** Complete one copy of the **Automatic Deposit Authorization Form** included in the Business Switch Kit for each organization that deposits funds directly into your account (for example, ACH transactions, accounts receivable, and merchant services), and send the form to the organization.
- Step Three** Complete one copy of the **Automatic Payment Switch Form** included in the Business Switch Kit for each of the automatic payments associated with your old account (for example, loan payments, insurance premiums, payroll processing, and rent) and mail it to the financial institution or merchant that processes the transaction.
- Step Four** Set up online bill pay. Cancel each payee in the online bill pay service on your old account, and add each one to your new Reading Co-operative Bank account.
- Step Five** Close your old account.

Confirm that all checks have cleared on your previous 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 previous bank that you are closing the account using the **Account Closing Form** included in the Business 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 Business Checking Account or Business Statement Savings Account. Visit one of our customer service specialists in Reading, North Reading, Woburn, or either of our Wilmington offices, or visit [www.readingcoop.com](http://www.readingcoop.com) to get started.

## Step Two

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

Send one copy of the Automatic Deposit Authorization Form to each company or organization making automatic deposits to your previous account.

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

## Request to Change Automatic Deposit

Date: \_\_\_\_\_

To:

\_\_\_\_\_  
Merchant or Company Name Making Direct Deposits

\_\_\_\_\_  
Merchant or Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

From:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Tax Identification Number or Social Security Number

Please redirect my [type of deposit] \_\_\_\_\_ to my new bank account at Reading Co-operative Bank.

I would like this change to take place:

As soon as possible

Beginning Date: \_\_\_\_\_

\_\_\_\_\_  
Previous Bank Name

\_\_\_\_\_  
Previous Account Number

\_\_\_\_\_  
New Reading Co-operative Bank Account Number

Routing Transit Number: 211372404

Type of account [check one]:

Checking

Savings

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Step Three

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

This form will notify merchants and financial institutions to redirect automatic payments (such as loan payments, insurance premiums, payroll processing, and rent) 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 with a voided business check (or a copy of a voided check) from your new Reading Co-operative Bank account.

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

## Automatic Payment Switch Form

Date: \_\_\_\_\_

### To:

\_\_\_\_\_  
Merchant or Company Name Making Automatic Payments

\_\_\_\_\_  
Merchant or Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### From:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Tax Identification Number or Department

Please redirect my [type of payment]: \_\_\_\_\_

As soon as possible

Beginning Date: \_\_\_\_\_

\_\_\_\_\_  
Previous Bank Name

\_\_\_\_\_  
Previous Account Number

\_\_\_\_\_  
New Reading Co-operative Bank Account Number

Routing Transit Number: 211372404

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Tax Identification Number or Social Security Number

\_\_\_\_\_  
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 one 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

Date: \_\_\_\_\_

**To:**

\_\_\_\_\_  
Name of Previous Bank

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**From:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Please close the account described below:

\_\_\_\_\_  
Name/s on Account

\_\_\_\_\_  
Tax Identification Number / Social Security 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 Company's Tax Identification Number or 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: \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Account Holder Signature

\_\_\_\_\_  
Date