

# Thinking about switching to Reading Cooperative Bank?

## Transfer your accounts using this Switch Kit.

There has never been a better time to switch to Reading Cooperative Bank. Here, we treat you like you own the place, because you do! As a depositor at a “cooperative”, you’re a stakeholder and have a say in how we run things.

Our Switch Kit includes everything you need to make the move in **5 easy steps**:

- STEP 1** Open your new checking or savings account at Reading Cooperative Bank by visiting any one of 8 convenient branches or [readingcoop.com](http://readingcoop.com).
- STEP 2** Move your direct deposits from your old bank account to your new Reading Cooperative Bank account. (Use the Direct Deposit Authorization Form in the kit).
- STEP 3** Move your automatic payments and deposits to Reading Cooperative Bank. (Use the Automatic Payment/Deposit Switch Form in the kit).
- STEP 4** 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 Cooperative Bank account.
- STEP 5** Close your old account. (Use the Account Closing Form in the kit).

Call  
**781.942.5000**  
Visit  
[readingcoop.com](http://readingcoop.com)

Bank by phone  
**888.469.4441**



NMLS#: 457258  
MEMBER FDIC | MEMBER DIF



Andover  
Burlington  
Lawrence  
Lynn  
Nahant  
North Reading  
Reading  
Wakefield  
Wilmington

## Get Started!

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

If you have any questions about making the switch to RCB call **781.942.5000** during banking hours, and a Banking Specialist 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 Cooperative Bank. Please save a copy of this checklist for your records.

- Step One** Open your new Reading Cooperative 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 Cooperative 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 Cooperative Bank account. Determine the balance that is available in your old account to deposit into your new Reading Cooperative 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 Cooperative Bank checking or savings account by visiting any one of our branches or by visiting [readingcoop.com](http://readingcoop.com).

## Step Two

Move your direct deposits to your new Reading Cooperative 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.**

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# 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 Cooperative Bank account number

Routing Transit Number: 211372404

Type of account [check one]:     Checking             Savings

Whole Check

Amount \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### Step Three

Move your automatic payments to Reading Cooperative 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 Cooperative 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 Cooperative 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 Cooperative 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 Cooperative 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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