



New Account Switch Kit

The StonehamBank Switch Kit

Switching accounts just got easier! Let us help you switch your payroll deposit, update your automatic withdrawals and close your old account using the StonehamBank Switch Kit. Just follow these easy steps and your new account will be up and running in no time.

Step 1 – Open your new StonehamBank account.

Visit one of our convenient branch locations and speak with a knowledgeable customer service representative today to open your new account. If you prefer, we will also help you complete the Switch Kit.

Step 2 – Update your direct deposit.

Anyone who electronically deposits funds into your account will need a copy of the **Direct Deposit Authorization Form**. Complete a copy for your employer, the Social Security Administration, your retirement plan coordinator and any other party automatically depositing funds into your account.

Step 3 – Update your automatic withdrawals.

Do you have any monthly payments automatically debited from your checking account? Let each merchant know about your new account by sending them a copy of the **Request to Change an Automatic Withdrawal Form**. Also, remember to update any merchant posting recurring charges to your debit card with your new card number. Now is also a good time to print out a list of all the payees you have setup in your online banking bill pay profile.

Step 4 – Close your old account.

Once any outstanding transactions have cleared your old account you can close it by sending your former bank a completed copy of the **Request to Close Account Form**. Simply complete the form and mail it to your old bank.

You're done!

Congratulations, you've successfully moved your banking relationship to StonehamBank.





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Direct Deposit Authorization

Please complete this form and return it to your payroll administrator with a cancelled check or deposit ticket.

Employer Information

Employer Name	
_____	_____
Employer Street Address	Employer City, State & Zip

Bank Account Information

Bank: StonehamBank, A Co-operative Bank 80 Montvale Avenue Stoneham, Ma 02180	ABA/Routing Number: 211371586
Account Number: _____	
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other	

Customer Information

_____	_____	_____
First Name	Middle Initial	Last Name

Street Address		
_____	_____	
City, State & Zip	Daytime Phone	
I authorize the above company to begin using the account listed above for my direct deposit, effective immediately.		
_____	_____	
Signature	Date	

For assistance with Social Security deposits, please call 1-800-772-1213.





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Request to Change an Automatic Withdrawal

Merchant Name: _____

Merchant Account Number: _____

I am writing to inform you of a change in my banking relationship that will impact the automatic debits generated by you. Please begin debiting my monthly payments from my new account at StonehamBank. The effective date of this change is:

Effective Date of change: _____

Bank Account Information

Bank: StonehamBank, A Co-operative Bank 80 Montvale Avenue Stoneham, Ma 02180	ABA/Routing Number: 211371586
New Bank Account Number: _____	
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other	

Customer Information

_____	_____	_____
First Name	Middle Initial	Last Name

Street Address		
_____	_____	
City, State & Zip	Daytime Phone	
_____		_____
Signature		Date





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Request to Close Account

Please accept this as my authorization to close the following account(s) effective immediately.

Bank: _____

1st Account to be Closed

Account Number: _____

Account Type: Checking Savings Money Market Other

2nd Account to be Closed (if applicable)

Account Number: _____

Account Type: Checking Savings Money Market Other

Customer Information

Please remit any remaining funds in the above account(s) to me at:

First Name Middle Initial Last Name

Street Address

City, State & Zip Daytime Phone

Signature Date

2nd Signature (if necessary) Date

