

We're here to serve you.

Our Premier Express Banking Services offered exclusively through Wellesley Bank.

Come into one of our friendly offices; enjoy a cup a coffee while we help you

- Open your new account
- Streamline changing your bank
- Register for Online Bill Pay
- Enroll in Online and Mobile Banking*
- Set up Direct Deposit
- Conduct any other key banking transactions

WELLESLEY BANK
PREMIER BANKING & WEALTH MANAGEMENT

WELLESLEY | NEWTON | BOSTON
WELLESLEYBANK.COM/SWITCH

Member FDIC | Member SIF |  Equal Housing Lender

*Wellesley Bank does not charge a fee for Mobile Banking but mobile service provider message and data rates may apply.

WELLESLEY BANK
PREMIER BANKING & WEALTH MANAGEMENT

SWITCH KIT

A SIMPLE
STEP-BY-STEP GUIDE
FOR
SWITCHING TO
WELLESLEY BANK

3 STEPS FOR 1 EASY SWITCH

Welcome to the Wellesley Bank Switch Kit!

A switch to Wellesley Bank takes the work out of banking.

The Wellesley Bank Switch Kit is designed to streamline the transition to your new Wellesley Bank account.

Our team of Premier Relationship Bankers are there to guide you every step of the way. Stop by a local banking office, make an appointment online at www.wellesleybank.com or call us at 781-235-2550.

THE WELLESLEY BANK SWITCH KIT FORMS

Step 1: Preparing for the Switch

- ✓ Open a Wellesley Bank Account
- ✓ Get Organized

Step 2: Making the Switch

- ✓ Sign up for Online Banking
- ✓ Move your Direct Deposits
- ✓ Move your Automatic Withdrawals

Step 3: After you Switch

- ✓ Close your old Account

Wellesley Bank is all about our people; clients, employees, and our communities. We are committed to you, and value and appreciate your business.

AUTOMATIC PAYMENT, BILL PAYMENT AND DIRECT DEPOSIT ORGANIZER

If you have not already opened a Wellesley Bank account, stop by a local banking office, make an appointment online at www.wellesleybank.com or call us at **781-235-2550**.

- Write your new Wellesley Bank account number and ABA routing number here for easy reference.

Your new **Wellesley Bank Account Number:** _____

Your new **Wellesley Bank ABA Routing Number:** _____

FINANCIAL CENTER ADDRESS: _____

- Gather all of your auto pay and direct deposit information in one place.

- ✓ List all the companies that make **Automatic Deposits** or **Direct Deposits of Payroll** into your Account:

Payment Type	Company	Address

- ✓ List all the companies which take **Automatic Deductions** from your Account:

Company	Account Number	Address	Phone Number

- Gather details of any activity that has occurred since your last statement, either online, at your bank, or in your check register. Consider any ATM withdrawals, checks, or debit card purchases you may have made.

- Write your old account number and ABA routing number here for reference.

FINANCIAL INSTITUTION _____
 ACCOUNT NUMBER _____
 ABA ROUTING NUMBER _____

HELPFUL INFO:

ABA ROUTING NUMBER

It's a 9-digit number assigned to the bank and used for routing transfers and other transactions. You will find this number on your new Wellesley Bank checks; it's the first nine digits in the lower left hand corner.

AUTOMATIC DEPOSITS

These are recurring payments automatically deposited into your account on a regular basis. Examples are social security, dividend, or disability payments.

AUTOMATIC DEDUCTIONS

These are recurring payments automatically withdrawn from your account. Examples are gym membership fees, insurance premiums, mortgage/rent or utility bill payments.

CONFIRM DETAILS

Contact each company to find out the address where you should send your updated account information.

RESOURCES

Social Security Admin
 800-772-1213
www.ssa.gov

State Retirement Board
 800-392-6014 (MA only)
www.mass.gov

Veterans Administration
 877-838-2778
 800-827-1000
www.va.gov



DEPOSIT AUTHORIZATION CHANGE FORM

1. Attach a personal check from your new Wellesley Bank account with the word "VOID" written in large letters in ink across the front. Do not sign the check.
2. Complete, sign, and date the form.
3. Submit to each institution that is currently authorized to make automatic deposits to your account.

TO WHOM IT MAY CONCERN:

Please accept this letter as authorization to change the bank account information for the direct deposits. My information is as follows:

INSTITUTION NAME: _____
INSTITUTION ADDRESS: _____
NAME ON ACCOUNT: _____
ACCOUNT NUMBER WITH INSTITUTION: (if applicable) _____
DEPOSIT AMOUNT: _____

I currently have deposits going to:

FINANCIAL INSTITUTION: _____
ACCOUNT NUMBER: _____
ABA ROUTING NUMBER: _____

I am aware that some automatic deposits require advance notice of changes. Please include those notice periods when determining the new effective date. Please switch my automated deposits to the account listed below.

WELLESLEY BANK, 40 CENTRAL STREET, WELLESLEY, MA 02482

I wish to deposit to my Wellesley Bank Account: (check one, if applicable)

ENTIRE NET PAY % OF NET PAY SPECIFIC AMOUNT: \$ _____
ACCOUNT NUMBER: _____
ABA ROUTING NUMBER: _____
ACCOUNT TYPE: CHECKING MONEY MARKET SAVING

I hereby authorize: _____
(Employer or Fund Originator)

To initiate credit entries and, if necessary, to initiate any debit entries and adjustments to correct any erroneous credit entries to my account at Wellesley Bank. If applicable, attached is a voided check from my account. If you have any questions regarding this transaction, please call me at the phone number listed on this form. Please send me written confirmation of when the change will be effective. Thank you for your cooperation.

PHONE NUMBER

Sincerely,

DATE

CLIENT SIGNATURE

HELPFUL INFO:**TRACK YOUR REQUEST**

To confirm that your check is being deposited into your Wellesley Bank account go to www.wellesleybank.com, check your statement, or call 781-235-2550

Direct deposit should take effect within three deposit periods- if you don't see it by then, contact your employer. Keep your old account open until all direct deposits have been switched to your new Wellesley Bank account.

Note that some organizations or companies (like Social Security) may require you to use a special form. Contact your employer or income source to make sure no other forms are required.

CONFIRM BEFORE YOU CLOSE

Keep your old account open until all automatic deposits have been switched over to your new Wellesley Bank account.



MEMBER FDIC. MEMBER SIF.

AUTOMATIC PAYMENT OR WITHDRAWAL AUTHORIZATION CHANGE FORM

1. Attach a personal check from your new Wellesley Bank account with the word "VOID" written in large letters in ink across the front. Do not sign the check.
2. Complete, sign, and date the form.
3. Submit to each institution that is currently authorized to make automatic deductions from your account.

TO WHOM IT MAY CONCERN:

Please accept this letter as authorization to change the bank account information for my automatic deductions. My information is as follows:

INSTITUTION NAME: _____

INSTITUTION ADDRESS: _____

NAME ON ACCOUNT: _____

ACCOUNT NUMBER WITH INSTITUTION: (if applicable) _____

WITHDRAWAL AMOUNT: _____

I currently have automatic deductions made from:

FINANCIAL INSTITUTION: _____

ACCOUNT NUMBER: _____

ABA ROUTING NUMBER: _____

I am aware that some automatic deductions require advance notice of changes. Please include those notice periods when determining the new effective date. Please switch my automated deductions to the account listed below.

WELLESLEY BANK, 40 CENTRAL STREET, WELLESLEY, MA 02482

Please update my automatic deductions to my Wellesley Bank Account:

ACCOUNT NUMBER: _____

ABA ROUTING NUMBER: _____

ACCOUNT TYPE: _____ CHECKING _____ MONEY MARKET _____ SAVING

I hereby authorize: _____
(INSTITUTION NAME)

To initiate debit entries and, if necessary, to initiate any credit entries and adjustments to correct any erroneous debit entries to my account at Wellesley Bank. If applicable, attached is a voided check from my account. If you have any questions regarding this transaction, please call me at the phone number listed on this form. Please send me written confirmation of when the change will be effective. Thank you for your cooperation.

PHONE NUMBER

Sincerely,

DATE

CLIENT SIGNATURE

HELPFUL INFO:**AUTOMATIC DEDUCTIONS**

These are recurring payments automatically withdrawn from your account on a regular basis. Examples are gym member fees and insurance premiums.

TRACK YOUR REQUEST

To confirm that your request is being followed visit www.wellesleybank.com, check your statement, or call 781-235-2550

MAKE A CALL

Contact each company to find out the address of the main accounting office, where you should send this form. Make sure no other forms are required.

CONFIRM BEFORE YOU CLOSE

Keep your old account open until all automatic deductions have been switched over to your new Wellesley Bank account.



MEMBER FDIC. MEMBER SIF.

ACCOUNT CLOSE REQUEST

1. Complete, sign, and date this form.
2. Please make sure your new Wellesley Bank account is active before you close your existing account.
3. Send this form to your old bank once your existing checks, deposits, direct deposits, automatic payments, and pre-authorized transfers have cleared.

TO WHOM IT MAY CONCERN:

Please close my bank account (s) as described below effective

DATE: _____

NAME ON ACCOUNT 1: _____

ACCOUNT NUMBER: _____

ACCOUNT TYPE: _____ CHECKING _____ MONEY MARKET _____ SAVING

Please send me a Cashier's Check for the balance on this account.

For: \$ _____ Payable to: _____

CUSTOMER ADDRESS: _____

If you have any questions, please call me at: _____ () _____

If Applicable:

NAME ON ACCOUNT 2: _____

ACCOUNT NUMBER: _____

ACCOUNT TYPE: _____ CHECKING _____ MONEY MARKET _____ SAVING

Please send me a Cashier's Check for the balance on this account.

For: \$ _____ Payable to: _____

CUSTOMER ADDRESS: _____

DATE

SIGNATURE

DATE

JOINT ACCOUNT HOLDER SIGNATURE





WELLESLEY BANK
PREMIER BANKING & WEALTH MANAGEMENT

**BUILDING SOLID FINANCIAL FUTURES
FOR OVER A CENTURY**

- ✓ PERSONAL BANKING
- ✓ RESIDENTIAL LENDING
- ✓ BUSINESS BANKING
- ✓ COMMERCIAL LENDING
- ✓ WEALTH MANAGEMENT

WWW.WELLESLEYBANK.COM
781-235-2550

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