



Getting Started at Woodsfield Savings Bank

## **Make the switch today!**

We have provided everything you will need to make this switch easy for you. We are excited to welcome you to Woodsfield Savings Bank!

In this packet you will find forms to help you switch that include:

- Direct Deposit Change
- Automatic Withdrawal Change
- Account Closure
- Personal Tracking Form

What you need to bring to open your new account at Woodsfield Savings Bank:

- Valid Photo ID with current address. If the address is not current please bring a piece of mail (ei. a utility bill, credit card statement, etc.).
- Minimum Opening Deposit – To open a checking account it is a minimum of \$50 and to open a savings account it is a minimum of \$10.

If you have any problems feel free to contact us or stop into the office closest to you. We will be happy to assist you to make the switch as easy as possible!

Woodsfield - (740) 472-1641

Barnesville – (740) 425-3000

Email – [info@woodsfieldsavings.com](mailto:info@woodsfieldsavings.com)

# Direct Deposit

This form can be used to switch all of your direct deposits to your new account at Woodsfield Savings Bank. The form will authorize employers and other agencies to deposit your payment into your bank account. One form per deposit.

## Notification of Deposit Change

Company or Employer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Employee ID \_\_\_\_\_

Please mark next to your desired option.

Net amount into Checking with Woodsfield Savings Bank

Account # \_\_\_\_\_

Routing # 243272941

Net amount into Savings with Woodsfield Savings Bank

Account # \_\_\_\_\_

Routing # 243272941

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

This will remain in effect until I have submitted new authorization, or until you have been notified by me in writing.



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# Automatic Withdrawal

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This form can be used to switch all of your automatic payments, deductions, or withdrawals to come out of your new account with Woodsfield Savings Bank. One form per withdrawal. Check with the companies to see if they have an easier way such as being able to go on their website and make changes to what they have on file for you.

## Notification of Withdrawal Change

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

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

Payment Amount \_\_\_\_\_

Effective Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Listed below you will find the relevant account and routing numbers needed to establish automatic withdrawal payments.

Woodsfield Savings Bank Account Number \_\_\_\_\_

Woodsfield Savings Bank Routing Number 243272941

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

This will remain in effect until I have submitted new authorization, or until you have been notified by me in writing.



# Account Closure

This form can be used to close your account(s) at your former financial institution.

**Before closing the account check to be sure that everything has cleared.**

## Notification of Account Closure

To Whom It May Concern

Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Please close the following account(s):

Account # \_\_\_\_\_  Checking  Savings  Other

Account # \_\_\_\_\_  Checking  Savings  Other

Account # \_\_\_\_\_  Checking  Savings  Other

Account # \_\_\_\_\_  Checking  Savings  Other

Please issue a check with the remaining balances and send it to my attention at the following address:

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Prompt attention to this matter is appreciated. Thank you.

Signature \_\_\_\_\_

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

Date \_\_\_\_\_



# Personal Tracking Form

This form is designed to help you keep track of everything throughout the process of switching your accounts to Woodsfield Savings Bank. This form is for personal use only. Please do not distribute.

Woodsfield Savings Bank Account Number \_\_\_\_\_

Woodsfield Savings Bank Routing Number 243272941

## Automatic Payments In

Company \_\_\_\_\_

Date Notified \_\_\_\_\_ Switched \_\_\_\_\_

Company \_\_\_\_\_

Date Notified \_\_\_\_\_ Switched \_\_\_\_\_

Company \_\_\_\_\_

Date Notified \_\_\_\_\_ Switched \_\_\_\_\_

## Automatic Payments Out

Company \_\_\_\_\_

Date Notified \_\_\_\_\_ Switched \_\_\_\_\_

Company \_\_\_\_\_

Date Notified \_\_\_\_\_ Switched \_\_\_\_\_

Company \_\_\_\_\_

Date Notified \_\_\_\_\_ Switched \_\_\_\_\_

Old Account Closed \_\_\_\_\_

Payroll Switched \_\_\_\_\_

## Basic Guidelines

Here is a list of times that is needed to switch automatic payments or deposits:

Automatic Deposits		Automatic Payments	
Payroll	14-60 Days	Mortgage	30-45 Days
Pension	60-90 Days	Auto Loan	30-90 Days
Social Security	30-60 Days	Insurance Co.	30-60 Days
		Utilities	30-60 Days



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