



Watertown Savings Bank

SWITCH SIMPLE CUSTOMER SWITCH KIT



Watertown Savings Bank
111 Clinton Street
Watertown, NY 13601

(315) 788-7100

www.watertownsavingsbank.com



Watertown Savings Bank

SWITCH SIMPLE CUSTOMER SWITCH KIT

Congratulations and thank you for making the switch to WSB! We welcome you and look forward to showing you all the benefits of banking local.

Our switch kit can help make your transition to Watertown Savings Bank more streamlined in just four simple steps.

- 1 Open a new deposit account with WSB.**
Visit any of our branch office locations.
- 2 Set yourself up with Direct Deposit.**
Have your entire check or just a portion of it deposited directly into your new WSB account.
- 3 Redirect any auto deposits or withdrawals.**
Be sure to have any pre-existing direct deposits or automatic withdrawals redirected to your new WSB account.
- 4 Close your old account with the other institution.**
Make sure all outstanding checks have cleared your old account before you close it.

A list of forms you may need

Direct Deposit Form

Account Closing Form

Automatic Withdrawal Authorization Change Form

Change of Merchant Credit Card Processing Form (Business)

NYS State & Local Retirement Form

NYS Teachers Retirement Form

WSB Locations & Hours



DIRECT DEPOSIT

Authorization Change Form

Use this form to switch your automatic deposits to WSB. **PLEASE NOTE:** If there are multiple accounts involved, please complete a form for each account. Be sure to contact your employer(s) concerning Direct Deposit changes and please verify that your HR department does not require the use of their forms.

Date: _____

Your Company or Employer's Name: _____

Your Company or Employer's Address: _____

City: _____ State: _____ Zip: _____

Please accept this letter as authorization to change the bank account information regarding direct deposit for:

Your Name: _____

Your Address: _____

City: _____ State: _____ Zip: _____ to Watertown Savings Bank.

Watertown Savings Bank ABA Routing Number: **2 2 1 3 7 1 3 5 6**

Please Redirect:

CHECKING

SAVINGS

FULL DEPOSIT AMOUNT

MONEY MARKET

CERTIFICATE OF DEPOSIT

OTHER _____

Watertown Savings Bank Account Number: _____

Watertown Savings Bank - 111 Clinton Street, Watertown, NY 13601 315-788-7100

If you should have any questions regarding this transaction, please feel free to contact me at: _____

Sincerely,

Customer Signature



Watertown Savings Bank

AUTOMATIC WITHDRAWAL Authorization Change Form

Use this form to switch your automatic withdrawals to WSB. **PLEASE NOTE:** If there are multiple accounts involved, please complete a form for each account. Attach a voided check if possible.

Date: _____

Please accept this letter as authorization to change the bank account information regarding automatic withdrawals for:

First Name: _____ Middle Initial: _____ Last Name: _____

Your Address: _____

City: _____ State: _____ Zip: _____ to Watertown Savings Bank.

Watertown Savings Bank ABA Routing Number: **2 2 1 3 7 1 3 5 6**

CHECKING

SAVINGS

MONEY MARKET

CERTIFICATE OF DEPOSIT

Watertown Savings Bank Account Number: _____

Watertown Savings Bank - 111 Clinton Street, Watertown, NY 13601 315-788-7100

If you should have any questions regarding this transaction, please feel free to contact me at: _____

Sincerely,

Customer Signature



Watertown Savings Bank

ACCOUNT CLOSING FORM

Use this form to close your accounts at another financial institution and request a Cashier's Check for the remaining balance. **PLEASE NOTE:** If there are multiple accounts involved, please complete a form for each account. Verify that all checks and payments have cleared prior to submitting this form to close your account.

Date: _____

Please accept this as my authorization to close my account with your institution.

Account Title: _____

Account Holder Mailing Address: _____

City: _____ State: _____ Zip: _____ to Watertown Savings Bank.

- CHECKING SAVINGS
- MONEY MARKET CERTIFICATE OF DEPOSIT

Account Number: _____

Please issue a Cashier's Check in the amount of my account balance, if applicable, plus any accrued interest on the account. The check may be sent to my attention at the address above.

If you should have any questions regarding this transaction, please feel free to contact me at: _____

Sincerely,

Customer Signature



Watertown Savings Bank

OFFICE LOCATIONS & HOURS

Main Office ATM

111 Clinton Street, Watertown
(315) 788-7100

Lobby Hours

Monday - Wednesday: 8:30 am - 4:00 pm
Thursday - Friday: 8:30 am - 5:00 pm

Accommodation Office ATM

140 Clinton Street, Watertown
(315) 788-8996

Drive-Thru Hours

Monday - Wednesday: 8:30 am - 4:00 pm
Thursday - Friday: 8:30 am - 5:00 pm
Saturday: 9:00 am - 12:00 pm

Sackets Harbor Office

100 West Main Street, Sackets Harbor
(315) 646-4628

Lobby Hours

Monday - Wednesday 9:00 am - 4:00 pm
Thursday - Friday 9:00 am - 5:00 pm

State Street Office ATM

1816 State Street, Watertown
(315) 788-3790

Lobby Hours

Monday - Wednesday 8:30 am - 4:00 pm
Thursday - Friday 8:30 am - 5:00 pm

Drive-Thru Hours

Monday - Wednesday 8:30 am - 4:00 pm
Thursday - Friday 8:30 am - 5:00 pm
Saturday 9:00 am - 12:00 pm

Commerce Park Drive ATM

101 Commerce Park Drive, Watertown
(315) 788-7152

Lobby Hours

Monday - Wednesday 8:30 am - 4:00 pm
Thursday - Friday 8:30 am - 5:00 pm

Drive-Thru Hours

Monday - Wednesday 8:30 am - 4:00 pm
Thursday - Friday 8:30 am - 5:00 pm
Saturday 9:00 am - 12:00 pm

Adams Office ATM

10729 US Route 11, Adams
(315) 232-4515

Lobby Hours

Monday - Wednesday 8:30 am - 4:00 pm
Thursday - Friday 8:30 am - 5:00 pm

Drive-Thru Hours

Monday - Wednesday 8:30 am - 4:00 pm
Thursday - Friday 8:30 am - 5:00 pm
Saturday 9:00 am - 12:00 pm

Chaumont Office ATM

12221 NYS Route 12-E, Chaumont
(315) 649-5090

Lobby Hours

Monday - Wednesday 9:00 am - 4:00 pm
Thursday - Friday 9:00 am - 5:00 pm

Drive-Thru Hours

Monday - Wednesday 9:00 am - 4:00 pm
Thursday - Friday 9:00 am - 5:00 pm

Clayton Office ATM

352 James Street, Clayton
(315) 686-1280

Lobby Hours

Monday - Wednesday 9:00 am - 4:00 pm
Thursday - Friday 9:00 am - 5:00 pm

Drive-Thru Hours

Monday - Wednesday 9:00 am - 4:00 pm
Thursday - Friday 9:00 am - 5:00 pm
Saturday 9:00 am - 12:00 pm (5/1 - 9/30)

Alexandria Bay Office ATM

4 Market Street, Alexandria Bay
(315) 482-2544

Lobby Hours

Monday - Wednesday 9:00 am - 4:00 pm
Thursday - Friday 9:00 am - 5:00 pm

Drive-Thru Hours

Monday - Wednesday 9:00 am - 4:00 pm
Thursday - Friday 9:00 am - 5:00 pm
Saturday 9:00 am - 12:00 pm (5/1 - 9/30)

Non-Branch Office ATM Locations

The Work Place ATM

1000 Coffeen Street
Watertown, NY 13601

Dexter Market ATM

308 Brown Street
Dexter, NY 13634

Sackets Harbor Town Dock ATM

304 West Main Street
Sackets Harbor, NY 13685

East Church St. Plaza ATM

32 East Church Street
Adams, NY 13605

Orleans Public Library ATM

36263 NYS Rt. 180
LaFargeville, NY 13656