



We Make Switching Simple.

Watertown Savings Bank Customer Switch Kit



Watertown Savings Bank

111 Clinton Street
Watertown, NY 13601
315.788.7100

www.watertownsavingsbank.com





Watertown Savings Bank



111 CLINTON STREET - WATERTOWN, NY 13601 315.788.7100

Interested in switching your accounts to Watertown Savings Bank, but not sure where to start? That's why we've developed the **Bank with WSB Switch Kit**, an easy to follow, step by step kit to help make your transition to Watertown Savings Bank simple. Just follow the steps below to get started.

- 1 Open a new deposit account with WSB at any of our branch locations nearest you.**
[Click here](#) for a listing of our [branch locations and hours of operation](#).
- 2 Add even more convenience by setting up Direct Deposit.**
Have your entire check or just a portion of it deposited directly into your new account and never have to worry about signing your check or waiting in line at the bank again.
- 3 Redirect any of your existing Direct Deposits or Automatic Withdrawals to your new account with Watertown Savings Bank.**
Use our attached [Direct Deposit Form](#) and [Automatic Withdrawal Authorization Change Form](#) to change any automatic payment or withdrawal.

If you need it, we've even created a handy [Automatic Withdrawal Checklist](#) to help keep all of your information organized for a smoother transition.

- 4 Close your former deposit account at the other institution, but first, be sure to....**
 - Make sure all outstanding checks have cleared your old account before you close it and transfer the balance over to your new account with us.
 - We also have an [Account Closing Form](#) available for you to utilize when closing your account(s) at the other banking institution.
 - Once you close your account at the other institution, remember to shred or destroy any old checks for security purposes.

Additional Forms (if applicable): These are additional forms for specific needs

[NYS State & Local Retirement](#): Direct Deposit for All Non-Teacher NYS Employees Retirement

[NYS Teachers Retirement](#): Direct Deposit Form for All NYS Teachers

[Change of Merchant Credit Card Processing Form](#): For Businesses Accepting Credit Card Transactions

If we can be of any assistance throughout the transition, please feel free to give us a call at any of the [Watertown Savings Bank office locations](#) nearest you.

We value and appreciate your business and look forward to helping you reach your financial goals!



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Direct Deposit Authorization Change Form

Use this form to switch your automatic deposits to Watertown Savings Bank.

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 for direct deposits 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

CHECKING

SAVINGS

MONEY MARKET

CD

Watertown Savings Bank Account Number: _____

Please Redirect: Full Deposit Amount Other _____

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

If you should have any questions regarding this transaction, please contact me at this phone number: _____

Sincerely,

Customer Signature



Watertown Savings Bank



111 CLINTON STREET - WATERTOWN, NY 13601 315.788.7100

Automatic Withdrawal Authorization Change Form

Use this form to switch your automatic withdrawals to Watertown Savings Bank.

Note: If there are multiple accounts involved, please complete a form for each account. If possible, please attach a voided check.

Date: _____

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

Your Name: First _____ Middle Initial _____ Last _____

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

CD

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 contact me at this phone number: _____

Sincerely,

Customer Signature



Watertown Savings Bank



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BRANCH LOCATIONS & HOURS OF OPERATION

MAIN OFFICE **ATM**

111 Clinton Street - Watertown, NY 13601

8:30 - 4:00 Mon - Wed

8:30 - 5:00 Thur - Fri

315-788-7100

ACCOMMODATION OFFICE **ATM**

140 Clinton Street - Watertown, NY 13601

8:00 - 4:00 Mon - Fri

9:00 - 12:00 Saturday

315-788-8996

COMMERCE PARK DRIVE OFFICE **ATM**

101 Commerce Park Drive - Watertown, NY 13601

8:30 - 4:00 Mon - Wed

8:30 - 5:00 Thur - Fri

9:00 - 12:00 Saturday *(Drive-Thru Only)*

315-788-7152

STATE STREET OFFICE **ATM**

1816 State Street - Watertown, NY 13601

8:30 - 4:00 Mon - Wed

8:30 - 5:00 Thur - Fri

9:00 - 12:00 Saturday *(Drive-Thru Only)*

315-788-3790

ADAMS OFFICE **ATM**

10729 US Route 11 - Adams, NY 13605

8:30 - 4:00 Mon - Wed

8:30 - 5:00 Thur - Fri

9:00 - 12:00 Saturday *(Drive-Thru Only)*

315-232-4515

SACKETS HARBOR OFFICE

100 West Main Street - Sackets Harbor, NY 13685

9:00 - 4:00 Mon - Wed

9:00 - 5:00 Thur - Fri

315-646-4628

CHAUMONT OFFICE **ATM**

12221 NYS Route 12E - Chaumont, NY 13622

9:00 - 4:00 Mon - Wed

9:00 - 5:00 Thur - Fri

315-649-5090

ALEXANDRIA BAY OFFICE **ATM**

4 Market Street - Alexandria Bay, NY 13607

9:00 - 4:00 Mon - Wed

9:00 - 5:00 Thur - Fri

9:00 - 12:00 Saturday *(Drive-Thru Only) May 1-Sept 30*

315-482-2544

CLAYTON OFFICE **ATM**

352 James Street - Clayton, NY 13624

9:00 - 4:00 Mon - Wed

9:00 - 5:00 Thur - Fri

9:00 - 12:00 Saturday *(Drive-Thru Only) May 1-Sept 30*

315-686-1280

Non-Branch ATM Locations

- ATM** JCC - Outer Coffeen St., Jules Resource Ctr., Bldg. 6
- ATM** Public Boat Launch - 304 West Main St., Sackets Harbor
- ATM** Orleans Public Library - 36263 US Rt. 180, LaFargeville
- ATM** The Work Place - 1000 Coffeen St., Watertown
- ATM** Dexter Market - 308 Brown St., Dexter, NY 13634
- ATM** Mercer's Plaza - 32 East Church St., Adams, NY 13605

www.watertownsavingsbank.com

Full Service Banking Website

ACCOUNT ACCESS LINE - 315-788-7200

24/7 Telephone Banking