



EZ Switch Kit

Whether you're moving into the area or have decided your current bank is no longer a good fit, we've simplified the process to make switching your accounts to The Cooperative Bank of Cape Cod as easy as possible and best of all, we do a lot of the work for you.

1. Set up and Open your NEW Checking Account with Us

- Stop into our branch most convenient to your home or office.
- Sign up for your Debit Card
- Sign up for Online and Telephone Banking and Bill Payment

2. Transfer your Direct Deposits and Automatic Withdrawals/Debits to your NEW Checking Account

- Identify ALL direct deposits and ALL withdrawals that you currently have automatically deducted from your old account (such as auto insurance or health club memberships) and transfer these to your new Checking account.
- Complete our easy forms for:
 - Payroll Direct Deposit*
 - Account Withdrawal*
 - Account Debit*
- With Online Banking you will know immediately when all automatic deposits, withdrawals and debits have been transferred to your new account.

3. Stop Using Your Old Checking Account and Close It

- We recommend that you stop using your old checking account and begin using your new account as soon as you receive your Debit card.
- Leave time for any outstanding checks, debit card purchases and automatic withdrawal and debits to clear from the old checking account.

Once you are certain that all outstanding checks have cleared and all direct deposits and automatic withdrawals and debits have been transferred over to your new Checking account, notify your former bank that you are closing your account with them, withdraw any remaining funds and transfer those funds to your new account(s) using our Close Account letter.

AUTHORIZATION TO CHANGE AUTOMATIC PAYMENT

Please update my existing authorization for payment. I have opened a new deposit account and would like to establish automatic payments from this account.

- Company/Merchant Information**

Company Name

Company Address, City, State, Zip

Account Number on Invoice/Statement

- Customer Information**

Name

Phone Number

Address, City, State, Zip

Day
Evening

- Previous Account Information**

Checking Account Savings Account

Previous Financial Institution Name Routing # Previous Account #

- New Account Information**

Checking Account Savings Account

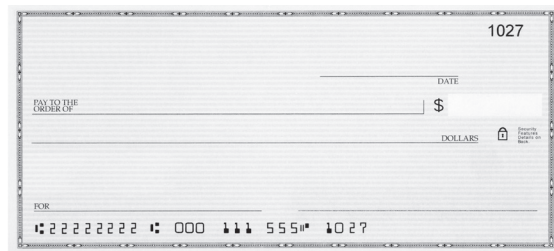
The Cooperative Bank of Cape Cod 211371641

New Financial Institution Name Routing # New Account #

\$ _____
Amount to be Withdrawn Date of Withdrawal

Customer Signature Date

- Please attach a voided check from your new account to this form.**



Routing Number Account Number

AUTHORIZATION TO CHANGE DIRECT DEPOSIT

Please deposit my check(s) into my new account as indicated below.

- **Direct Deposit Account Information**

Company Name

Company Address, City, State, Zip

- **Type of Deposit**

Employee Payroll

Civil Service Retirement

Social Security

Pension

V.A. Compensation or Pension

Other _____

Supplemental Security Income

- **Customer Information**

Name

Phone Number

Day
Evening

Address, City, State, Zip

Employee or Social Security Number

- **Previous Account Information**

Checking Account Savings Account

Previous Financial Institution Name

Routing #

Previous Account #

- **New Account Information**

Checking Account Savings Account

The Cooperative Bank of Cape Cod

211371641

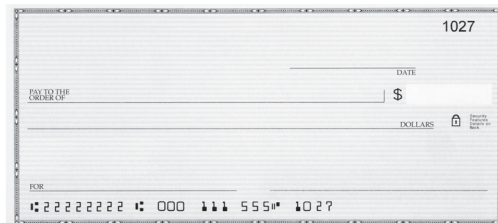
New Financial Institution Name

Routing #

New Account #

Effective Date

- **Please attach a voided check from your new account to this form.**



Routing Number

Account Number

Customer Signature

Date

PLEASE CLOSE MY ACCOUNT

Upon receipt, please close the following account and send a check for the remaining balance and confirmation of account closure to the address below. If you have any questions about this request, please contact me at the number below.

- **Close Account Information**

Checking Account

Savings Account

Financial Institution Name

Account #

- **Customer Information**

Day

Evening

Name

Phone Number

Address, City, State, Zip

Customer Signature

Date

Co-signer Signature (if applicable)

Date