



Would you like to switch your accounts to **Northwest Community Bank**, but not sure how to begin? With the Switch Kit, opening your new account is easy! Just follow these simple steps, print the forms you need and begin enjoying the benefits of banking at **Northwest Community Bank, Your Community - Your Community Bank.**

- **Get Started:** Complete the Switch Kit to gather the information you'll need to make the switch to NW Community Bank.
- **Open your new **LNW Community** account:** Stop in to any of our branches with your Switch Kit and a copy of your Connecticut Driver's License or State Photo I.D. One of our Customer Service Representatives will work with you to determine what account(s) are best for you.
- **Sign up for **NW Community Bank's** FREE Online Banking with Bill Pay:** To sign up, visit any of our Branches or go to our website [NWCommunityBank.com](http://NWCommunityBank.com) and click "Sign Up Now". To transfer your existing bill payees, gather your most recent bills and click "Add Payee" after you login.
- **Change your Direct Deposit and Automatic Payment or Withdrawal:** If you would like your paycheck automatically deposited into your account or specific bills automatically deducted from your account each month, fill out the appropriate information on the Switch Kit
- **Stop Using your Old Account(s):** Confirm that all checks have cleared and all automatic deposits and payments have been changed. Destroy any unused checks and deposit tickets and your old ATM and/or Debit Card.
- **Close your Old Account:** Complete the Account Closure Request form and send it to your previous bank, or let us do it for you.

That's all there is to it!

We want to make your switch to Northwest Community Bank hassle free. If you have any questions throughout your transition, just stop by any of our Branches or call a Customer Service Representative today!





## SWITCH KIT

**Use this form to gather all of the information you'll need to open your new account.**

Primary Account Holder	
Name:	
Employer:	
Position:	
Street Address:	
City:	
State:	Zip Code:
Home Phone:	
Work Phone::	
Email Address:	
Social Security #:	
Mother's Maiden Name:	
Date of Birth:	
Driver's License #:	
Issue Date:	Exp. Date:

Joint Account Holder	
Name:	
Employer:	
Position:	
Street Address:	
City:	
State:	Zip Code:
Home Phone:	
Work Phone::	
Email Address:	
Social Security #:	
Mother's Maiden Name:	
Date of Birth:	
Driver's License #:	
Issue Date:	Exp. Date:

### What accounts do you want to open at Northwest Community Bank?

PERSONAL ACCOUNTS:	ADDITIONAL SERVICES:
<input type="checkbox"/> Checking Account	<input type="checkbox"/> ATM Card <input type="checkbox"/> ATM/Visa Debit Card
<input type="checkbox"/> Savings Account	<input type="checkbox"/> Online Banking <input type="checkbox"/> Bill Pay
<input type="checkbox"/> Certificate of Deposit	<input type="checkbox"/> eStatements
<input type="checkbox"/> Individual Retirement Account	<input type="checkbox"/> Overdraft Protection
<input type="checkbox"/> Personal/Auto Loan	
<input type="checkbox"/> Mortgage <input type="checkbox"/> Home Equity Loan	<input type="checkbox"/> Safe Deposit Box





**Which accounts would you like us to help you close at your previous bank?**

	Account Number	Current Bank Name:
Checking Account		
Savings Account		
Other Account		
Other Account		

**Gather all of your Direct Deposit and Automatic Payment information below for easy reference.**

**DIRECT DEPOSIT(S)**

Direct Deposit	Primary Accountholder	Joint Accountholder
Employer Payroll		
Social Security*		
Pension/Retirement		
Investment Income		
Other		

*\*Let us call the Social Security Administration and make the switch for you. It's that simple.*

**AUTOMATIC PAYMENT(S) OR WITHDRAWAL(S)**

Type of Payment	Account Number	Company to Pay	Phone #

*Or, simply provide us with a copy of your most recent bank statement and we will obtain the information for you.*





**Direct Deposit Authorization Change Form**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_ (Employer/Company Name)  
\_\_\_\_\_ (Address of Employer/Company)  
\_\_\_\_\_ (City, State, Zip Code of Employer/Company)

RE: REQUEST TO CHANGE MY DIRECT DEPOSIT

To Whom It May Concern:

I recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposits into my new Northwest Community Bank account.

Effective immediately, my new account information is as follows:

Northwest Community Bank Account Number: \_\_\_\_\_

Checking  Savings (select one)

Amount Deposited: \_\_\_\_\_

Bank Address: **86 Main Street, Winsted, CT 06098**

ABA Bank Routing Number: **211174204**

Enclosed is a voided check from my account.

Sincerely,

\_\_\_\_\_

Customer Signature

\_\_\_\_\_ (Customer Name)

\_\_\_\_\_ (Customer Address)

\_\_\_\_\_ (Customer City, State, Zip Code)

\_\_\_\_\_ (Employee Identification Number/Social Security Number)





**Automatic Payment or Withdrawal Authorization Change Form**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_ (Company Name)  
\_\_\_\_\_ (Company Address)  
\_\_\_\_\_ (Company City, State, Zip Code)

RE: REQUEST TO CHANGE MY AUTOMATIC PAYMENT OR WITHDRAWAL

To Whom It May Concern:

I recently changed banks and would like to update my automatic payment or withdrawal. Please discontinue debiting my old bank account and begin making automatic withdrawals from my new Northwest Community Bank account.

Effective immediately, my new account information is as follows:

NW Community Bank Account Number: \_\_\_\_\_  Checking  Savings (select one)  
Amount Debited or "Amount Due": \_\_\_\_\_ Date of Payment: \_\_\_\_\_  
Bank Address: **86 Main Street, Winsted, CT 06098**  
ABA Bank Routing Number: **211174204**

Enclosed is a voided check from my account.

Thank you for your assistance. If you have any questions, please contact me at the address or phone number listed below.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_ (Customer Name)  
\_\_\_\_\_ (Customer Address)  
\_\_\_\_\_ (Customer City, State, Zip Code)  
\_\_\_\_\_ (Customer Phone Number)



**Account Closure Request**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_ (Bank Name)  
\_\_\_\_\_ (Bank Address)  
\_\_\_\_\_ (Bank City, State, Zip Code)

RE: REQUEST TO CLOSE MY ACCOUNTS

To Whom It May Concern:

Effective immediately, please close the account(s) listed below and send the check for my account balance plus any accrued interest to my attention at the address on file.

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Thank you for your assistance. If you have any questions, please contact me at the address or phone number listed below.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_ (Customer Name)  
\_\_\_\_\_ (Customer Address)  
\_\_\_\_\_ (Customer City, State, Zip Code)  
\_\_\_\_\_ (Customer Phone Number)