

Welcome to Woodford State Bank! Committed to serving our local communities, providing superior customer service and working to ensure your financial success, we've made it easy to switch to Woodford State Bank.

We realize it can seem like an exhausting process to switch banks, but let us make it easy for you. If you are utilizing online bill pay, automatic payments or direct deposit, we have included documents that will help with this process. This information will make it quick and easy to close an account at your old bank and open a new account at Woodford State Bank.

There are a few details to keep in mind before closing an account at your old bank. The checklist will help you navigate through the process. A few additional things to know:

- Keep your old account open until those recurring transactions have been successfully redirected to your new account.
- Make sure all outstanding items have cleared on your old account.
- Inquire about any possible penalties with respect to early withdrawal before closing accounts. If you have Certificates of Deposit, make sure you check the maturity dates.

If you have questions in regards to switching your accounts, please stop in at one of our locations, or call any location at the numbers below. Again, thank you for making the switch to Woodford State Bank and we look forward to helping you with your future financial needs.

Visit us online at www.woodfordstatebank.com

Monroe

403 West 8th St.
PO Box 766
Monroe, WI
53566

PH 608 325 7766
FX 608 325 7895

Blanchardville

319 South Main St.
PO Box 136
Blanchardville, WI
53516

PH 608 523 4215
FX 608 523 4282

South Wayne

212 West HWY 11
PO Box 186
South Wayne, WI
53587

PH 608 439 7766
FX 608 439 7760

Argyle

101 Spruce St.
PO Box 40
Argyle, WI
53504

PH 608 543 9117
FX 608 543 9078

Strong. Local. Friendly.

Step by step guide for switching your bank accounts... Worry free ~ Hassle free ~ Stress free

- Step 1: Establish your account with Woodford State Bank.**
- Contact a Personal Banker at one of our locations to assist you in finding an account that best fits your needs.
 - Order your debit card and set up your online banking.
- Step 2: Discontinue using the old account.**
- Be sure to leave sufficient funds in your account to cover all outstanding items (ie: outstanding debit/ATM transactions, automatic payments and withdrawals).
- Step 3: Transfer your Direct Deposits to your Woodford State Bank account.**
- Feel free to use the Direct Deposit Authorization Form to assist in the switching of your direct deposit. It should be given directly to your Direct Deposit Originator.
 - If you receive Social Security benefits, call 1-800-772-1213 to make the switch. Below are your routing number and account number:

Your Routing Number is: **075908920**

Your Account Number is:

- Step 4: Transfer any automatic payments to your Woodford State Bank account.**
- Feel free to use the Request to Transfer Automatic Payments/Withdrawals Form, but be sure to follow up with each biller to ensure the change was made.
 - Some companies allow a phone call to update this information and most have a website that allow users to log in and enter the requested changes online.
- Step 5: Close your old account once all checks, payments and deposits have cleared.**
- Allow all outstanding items to clear and then balance your old account.
 - Transfer all remaining funds out of your old account.
 - Once all funds have been transferred to your new Woodford State Bank account AND all deposits and payments have been switched to your new Woodford State Bank account, you may close your old account.
 - If needed, fill out the Account Closing Request Form and send directly to your old bank.

NOTE: We will be happy to shred and destroy any of your old materials (checks, debit cards, etc.) at any of our locations.

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Information Gathering Resource - Direct Deposits

Use this form to record information for companies that will be making automatic deposits
 In to your new Woodford State Bank Account.

Direct Deposit - Companies that make automatic deposits into your account:

Payment	Company	Account Number	Amount	Payment Date
Dividend Income				
Interest Income				
Investment Income				
Military Pay				
Payroll - 1 st				
Payroll - 2 nd				
Pension/Retirement				
Social Security				
VA Compensation				
Other				
Other				

Helpful Phone Numbers and Websites

Agency	Phone Number	Website
Social Security Administration Local Offices: <ul style="list-style-type: none"> • 222 N. Academy Street Janesville, WI 53548 • 175 W. Alona Lane Lancaster, WI 53813 	(800) 772-1213 (877) 850-7826 (877) 405-7841	www.ssa.gov
Department of Veterans Affairs	(877) 838-2778 or (800) 827-1000	www.va.gov
Office of Personnel Management	(888) 767-6738	www.opm.gov
Railroad Retirement Board	(800) 808-0772	www.rrb.gov

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Direct Deposit Authorization Form

Complete each section in its entirety and
return the signed form to your Direct Deposit Originator.

Company Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Customer Information

Name: _____

Employer ID / Account#: _____

Social Security#: _____

Address: _____

City: _____ State: _____ Zip: _____

New Bank Deposit Information

Woodford State Bank
403 W. 8th Street / PO Box 766
Monroe, WI 53566

Routing/Transit Number: 075908920

For any direct deposit related questions, please call Customer Service at (608) 325-7766.

Account Type: Checking Savings

Account Number: _____ Amount \$ _____

Account Type: Checking Savings

Account Number: _____ Amount \$ _____

I authorize the above named entity to make deposits into the Woodford State Bank account(s) identified above and authorize the bank to accept such deposits. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. I understand that this authorization will remain in effect until the company named above has received written notification from me of its termination in time to afford the company and the depository a reasonable opportunity to act. Please send me written confirmation of when the change will be effective.

Customer Signature: _____ Date: _____

ATTACH A VOIDED CHECK FROM YOUR NEW ACCOUNT

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Company Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Customer Information

Name: _____

Employer ID / Account#: _____

Social Security#: _____

Address: _____

City: _____ State: _____ Zip: _____

New Bank Deposit Information

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403 W. 8th Street / PO Box 766
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Information Gathering Resource - Automatic Payments

Use this form to record information for companies that will be making automatic deductions from your new Woodford State Bank account.

Payment	Company	Account Number	Amount	Payment Date
Auto Loan				
Home Loan				
Other Loan				
Cable/TV/Satellite				
Telephone				
Cell Phone				
Charities				
Credit Card				
Credit Card				
Credit Card				
Credit Card				
Electric Bill				
Water/Sewer Bill				
Health Club				
Insurance				
Insurance				
Internet Service				
Investments				
IRA/Retirement				
Rent				
Tuition/School				
Other				
Other				

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Request to Transfer Automatic Payments/Withdrawals Form

Complete, sign and send a copy of this letter to each company that you currently pay using an automatic payment or withdrawal from your account.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: Accounts Receivable / Accounting

Subject: Switching Automatic Payments for Account # _____

To whom it may concern:

The bank account currently used for my automatic payments or withdrawals is no longer active. Please immediately change my automatic payments or withdrawals to the bank account listed below.

Woodford State Bank
403 W. 8th Street / PO Box 766
Monroe, WI 53566
(608) 325-7766

Routing/Transit Number: 075908920

Account Type: Checking Savings

Account Number: _____

If you should have any questions regarding this request, please call me immediately at the number listed below. Also, please send me a written confirmation of when this change will be effective. Thank you for your assistance.

Sincerely,

Customer Signature: _____ Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

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Complete, sign and send a copy of this letter to each company that you currently pay using an automatic payment or withdrawal from your account.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: Accounts Receivable / Accounting

Subject: Switching Automatic Payments for Account # _____

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Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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Account Closing Request Form

Date: _____

Former Bank's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Please accept this as my authorization and direction to close my account(s) with your institution. Please send a check for any remaining funds in the account(s) to my address listed below. If you should have any questions regarding this request, please contact me at the phone number or address listed below. Thank you.

Account Owner Information

Account Owner Name: _____

Account Co-Owner Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Day / Evening (Circle One)

Account Information

Checking Account Number: _____

Savings Account Number: _____

Other Account(s):

Type: _____ Account Number: _____

Type: _____ Account Number: _____

Account Owner Signature: _____

Date: _____

Account Co-Owner Signature (if applicable): _____

Date: _____

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