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## The "I Switched" Switch Kit

Whether you have established your new account at Woodsboro Bank, you can assemble the information that will allow you to make the switch using our interactive Adobe Acrobat PDF form that can be completed on computer, or printed out and completed by hand. If you have questions, please feel free to contact us. We'd be glad to help.

Once completed, either mail it or hand deliver it to the branch where you would use most frequently. Begin by telling us your name and whether this is your first account with us.

Name (Please print or type)

Contact Phone Number

This is my only account at Woodsboro Bank

I already have an account at Woodsboro Bank



**WOODSBORO BANK**  
SERVING FREDERICK COUNTY SINCE 1899  
MEMBER FDIC • EQUAL OPPORTUNITY LENDER  
P.O. Box 36 • Woodsboro, MD 21798  
[www.woodsborobank.com](http://www.woodsborobank.com)  
301-898-4000

# 1. “I Switched” Checklist

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*Here is a checklist that will assist you in transferring your accounts to Woodsboro Bank.*

## Personal Checking

Establish an account at a Woodsboro Bank branch that will be most convenient for you to conduct your banking.

Make certain all your checks have cleared at the institution where you have been banking, ensuring that you have funds to cover any automatic payments that may be made from your account.

If you plan to transfer any Certificates of Deposits to Woodsboro Bank, check the maturity dates to ensure you don't incur any possible penalties.

Send a written notice to all those who transmit Direct Deposit funds into your account (employers, Social Security, CD interest payments, etc.) notifying them that you have transferred your account to Woodsboro Bank, providing them with updated account information.

Send a written notice to all those who automatically withdraw funds from – or Direct Debit – your account (utilities, insurance, mortgage companies, etc.), notifying them that you have transferred your account to Woodsboro Bank, providing them with updated account information.

Send a written notice to your bank that you are closing your account and wish to transfer your funds to Woodsboro Bank.

## Business Checking

*Businesses that are establishing an account will also need the following materials:*

Articles of Incorporation or Articles of Organization

Operating Agreement for LLC entities

Personal information and copy of driver's license for each signer

Federal Tax Identification Number

Previous month's bank statement

## 2. How To Make The Switch

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### 1. Open your new Woodsboro Bank account(s)

Determine the banking location that will be most convenient for you. For a list of locations visit [www.woodsborobank.com](http://www.woodsborobank.com). Visit your new branch and establish a new account. Keep your new account numbers handy, you will need these and our routing number (055002150) to complete your switch.

### 2. Make certain all checks have cleared

Write no more checks on your old account and wait for any outstanding checks to clear. This may take seven to 10 days.

### 3. Redirect your Direct Deposit to Woodsboro Bank

Use the brief Direct Deposit Request form included in this packet to notify your payroll manager and others who deposit directly to your account to send your money to Woodsboro Bank. To change your Social Security Direct Deposit, complete and send the printed version of the Social Security Administration's Standard Form 1199A included here, or change your deposit online at: [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).

### 4. Notify all entities that make automatic withdrawals from your accounts

Give your new account information to everyone who makes regular withdrawals from your account. We have included a Direct Debit Request in this packet. Use a new request for each company that bills your account. For additional Direct Debit Requests ask a Woodsboro Bank representative, or print more from our website: [www.woodsborobank.com](http://www.woodsborobank.com)

### 5. Transfer all remaining funds to Woodsboro Bank

Close your old account and transfer your balance using the simple Close of Account Request we've included. No bank visit needed, and no excuses or hassles. Remember to avoid possible penalties on any Certificates of Deposit you plan to transfer by checking their maturity dates.



### 3. Close of Account Request

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You may notify your bank that you wish to close your account in the form of a letter, or do so in person.

Dear \_\_\_\_\_ (current bank):

As of \_\_\_\_\_ Date \_\_\_\_\_, please close the following account(s):

# _____	Checking	Savings	Money Market	Other
# _____	Checking	Savings	Money Market	Other
# _____	Checking	Savings	Money Market	Other

Please send any remaining balance to:  
Woodsboro Bank, P.O. Box 36, Woodsboro, Maryland 21798

Please deposit remaining funds to account # \_\_\_\_\_

Please deposit \$ \_\_\_\_\_ to account # \_\_\_\_\_

Please deposit \$ \_\_\_\_\_ to account # \_\_\_\_\_

Name (please print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I hereby authorize the changes requested to the accounts listed above.

Sincerely, \_\_\_\_\_ / / \_\_\_\_\_  
Date



## 4. Direct Deposit Request

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*Use this letter to inform your employer that you have changed banks and request them to change your direct deposit payroll account information. Attach a voided Woodsboro Bank check to the back of this form.*

Date:

Company Making Direct Deposit

Address:

City:

State:

Zip:

To Whom It May Concern:

I have recently changed my financial institution. You are currently depositing my paycheck in whole or in part into the following account(s):

Old Bank:

Routing Number:

Account Number:

Please begin making my payroll direct deposit into my new account at Woodsboro Bank on \_\_\_\_\_ (date). Woodsboro Bank's routing number is 055002150.

Account number:

Type of Account:   Checking                      Savings

If you have any questions, please contact me as soon as possible. Thank you in advance for your assistance with this request.

Sincerely,

Signature

Name (Please Print):

Address:

City:

State:

Zip:

Phone:



# 5. Direct Debit Request

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*Inform companies that automatically withdraw money from your account that you have changed banks.*

Date:

Company Making Automatic Withdrawal:

Address:

City:

State:

Zip:

To Whom It May Concern:

I have recently changed my financial institution. You are currently withdrawing \$ \_\_\_\_\_ or paying my current bill amount) from the following account:

Former Bank:

Routing Number:

Account Number:

Amount: \_\_\_\_\_ (reason for payment)

Date of Monthly Withdrawal:

Please stop making withdrawals from this account on \_\_\_\_\_  
from my new account at Woodsboro Bank on \_\_\_\_\_  
Woodsboro Bank's routing number is: 055002150

(date) and start making withdrawals  
(date).

Account number:

Type of Account:    Checking                  Savings

If you have any questions, please contact me as soon as possible. Thank you in advance for your assistance with this request.

Signature

Name (Please Print):

Address:

City:

State:

Zip:

Phone:



## 6. Personal Banking Information

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*This information will be associated with the account(s) you open. Thank you for your assistance.\**

Full legal name of primary account holder

Name as it should appear on account and checks

Mailing Address

City State Zip

Social Security Number Date of Birth

Home Phone Work Phone

Cell Number Email

Driver's License Number State Issued Expires

### \*IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the illegal funding associated with terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we are required to ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. Thank you for your assistance.



## 7. Business Banking Info

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*This information will be associated with the account(s) you open. Thank you for your assistance.*

Business Name TIN #

Physical Address

City State Zip

Mailing Address

City State Zip

Phone Number Fax Number

Personal info of individual opening account\*

Full Legal Name, Title

Mailing Address

City State Zip

Social Security Number Date of Birth

Home Phone Work Phone

Cell Number Email

### IMPORTANT INFORMATION ABOUT PROCEDURES WHEN OPENING A NEW ACCOUNT

To help the government fight the illegal funding associated with terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we are required to ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. Thank you for your assistance.



## 8. Additional Business Banking Information

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*Personal information required of additional authorized account signers\**

Full Legal Name, Title

Mailing Address

City State Zip

Social Security Number Date of Birth

Home Phone Work Phone

Cell Number Email

Full Legal Name, Title

Mailing Address

City State Zip

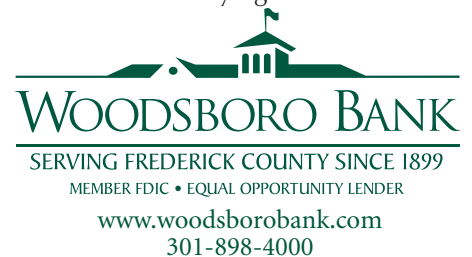
Social Security Number Date of Birth

Home Phone Work Phone

Cell Number Email

### \*IMPORTANT INFORMATION ABOUT PROCEDURES WHEN OPENING A NEW ACCOUNT

To help the government fight the illegal funding associated with terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we are required to ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. Thank you for your assistance.





## BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.


### PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

### INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A)** Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C)** Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F)** Type of payment is printed to the left of the amount.

<b>United States Treasury</b>		15-51 000						
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### SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

### CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

### CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete a new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

### FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.

## 9. Reference Guide for Use of Bill Pay

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*The following information is provided to assist you in implementing or transferring any type of direct payment process you use, whether Direct Debit or Bill Pay.*

Aero Energy- [www.aeroenergy.com](http://www.aeroenergy.com) or call 1-800-998-4311

Antietam Cable- [www.antietamcable.com](http://www.antietamcable.com) or 1-301-797-5000

Allegheny Power- (Frederick and Washington County) You must sign up again with your new checking account information to have it changed. Call 1-800-255-3443 and update banking information, or go online at <https://www.directpaymentplan.com>. Choose you state and it will allow you to sign-up for any business that uses Direct Payment Plan in your state, including Allegheny Power.

AOL- Go to: [www.AOL.com](http://www.AOL.com) change bank information under “payment Method” at “My Account”.

AT&T- Log onto your account at <http://att.sbc.com/gen/landing-pages?pid=3308>, from there, select “Manage Your Account”.

Cellular One- Go to <https://www.celloneusa.com/selfcareportal/selfcare.portal> and go to “Current Customer”, then “Manage My Account.”

Chrysler Financial - Go to <http://www.chryslerfinancial.com/aboutUs/aboutUsFaq.jsp> Auto Pay information.

Cingular- Log onto “My Account” at <https://www.cingular.com/myaccount>

Columbia Gas- [www.columbiagas.com](http://www.columbiagas.com) click on “e-bill in Maryland” at bottom left.

Comcast- Have your checking or savings account information available and call 1-800-COMCAST (1-800 266-2278) or go online at [www.comcast.com](http://www.comcast.com)

Department of Veterans Affairs- For information, go to [www.va.gov](http://www.va.gov) or 1-877-838-2778 or 1-800-827-1000.

Direct TV- Log onto your account at <http://www.directv.com/DTVAPP/index.jsp> and update checking account information.

Dish Network-Change your information at [http://www.dishnetwork.com/content/customer\\_service/faqs/index.shtml](http://www.dishnetwork.com/content/customer_service/faqs/index.shtml). Read the section titled “can I sign up for automatic payment program?”

Erie Insurance-Contact your local agents with your new checking or savings account information, or call 1-800-458-0811 ext 3000, or go to <http://www.erieinsurance.com/>.

Ford Credit- Read the information on the following link regarding Auto debit: <http://www.fordcredit.com> go to "Account Access."

Frederick/Washington Gas- Change your information at <https://eservice.washgas.com>, go to "Contact Washington Gas" to change information.

GMAC-Complete the form using your new bank account information at <http://gmacfs.com/us/en/index.html>

Griffith Oil- [www.griffithoil.com](http://www.griffithoil.com) then to "My Account"

Liberty Mutual Group- <https://pm-eservice.lmig.com/LMAuth/prod-eservicelog.fcc?TYPE=33554433&REALMOID=06-3fcfa40c-9bff-0006-0000-672900006729&GUID=&SMAUTHREASON=0&TARGET=http://p,-eservice.lmig.com1588/PMServiceWeb/loginUser.do>

MCI-MCI's online billing partner is CheckFree. Customers can enroll at <https://mycheckfree.com/br/wps?sp=10001&rq=bfbf>

Nationwide- Customers can sign up for online bill pay at: [https://nisecure.nationwide.com/\\_mem\\_bin/FormsLogin.asp?/MyNationwide/secure](https://nisecure.nationwide.com/_mem_bin/FormsLogin.asp?/MyNationwide/secure)

Nextel- Customers can sign up for online bill pay at: <http://www.sprint.com/index.html>, go to "Support", then "24 Hour Buddy"

Pepco Power (Montgomery County)- [www.pepco.com](http://www.pepco.com) go to "Billing and Payments".

Progressive- Customers can sign up for online bill pay at: [https://www.progressive.com/manage/your\\_policy.aspx](https://www.progressive.com/manage/your_policy.aspx)

Railroad Retirement Board- For information, go to [www.rrb.gov](http://www.rrb.gov) or call 1-800-808-0772, have your checking or savings account information ready.

Sirius Satellite Radio- Customers can sign up for online bill pay at: <https://home.sirius.com/webCUWI/ManageAccount.aspx>

Social Security Administration- For information, go to [www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1213 have your checking or savings account information ready.

Sprint- Customers can sign up for online bill pay at: <http://www.sprint.com/index.html>, go to "Support", then "24 Hour Buddy"

State Farm Insurance-For information, go to: [www.statefarm.com](http://www.statefarm.com)

Thompson Gas-For information, go to: [www.thompsongas.com](http://www.thompsongas.com) or call 1-800 768-6612

T-Mobile- For information, go to: [http://support.t-mobile.com/knowledge/root/public/tm21002.htm?WT.srch=2&result\\_Inq=warp&InqSource=TMO](http://support.t-mobile.com/knowledge/root/public/tm21002.htm?WT.srch=2&result_Inq=warp&InqSource=TMO)

Verizon- For information, go to: <https://www22.verizon.com/secure/pages/viewbill/>

Verizon Wireless- For information, go to: <https://www.verizonwireless.com/b2c/index.html?my=off>

XM Satellite Radio- For information, go to: <http://www.xmradio.com/listenercare>