



Torrington
Savings Bank

3 Step Switch Kit

Transitioning deposits and automatic payments
to your new Torrington Savings Bank checking
account in three simple steps.



**Torrington
Savings Bank**

(860) 496-2152
TorringtonSavings.Bank

Welcome to Torrington Savings Bank

Switching your checking account to Torrington Savings Bank is easy, and this 3 step switch kit will help you make the transition as seamlessly as possible.

STEP

1

Visit any Torrington Savings Bank branch to:

- » Choose a checking account
- » Set up Online Banking and Bill Pay
- » Order a Debit Mastercard
- » Order your checks.

STEP

2

Complete the attached change forms for automatic payments and/or direct deposit

STEP

3

Complete the attached Authorization to Close- Before closing your existing checking account, you'll want to :

- » Make sure any outstanding checks, bill payments, & debit card transactions have cleared.
- » Destroy any debit cards or checks associated with this account. (We would be happy to shred them for you)

A Customer Service Representative at any local branch will answer your questions, or call us at (860) 496-2152 option "4".

STEP 2

Direct Deposit Change Authorization

Complete this form and submit it to any company or organization that is automatically depositing funds into your existing checking account.

Information

Name:

2nd Name (if joint account):

Address:

City: **State:** **Zip:**

Phone: **Work Phone:**

Please discontinue sending my automatic deposit to:

Name of Financial Institution:

Check one of the below:

- Deposit entire amount to the checking account listed below.
- Deposit \$..... to the checking account listed below.
- Deposit entire amount to the savings account listed below.
- Deposit \$..... to the savings account listed below.

Please begin sending this deposit to:

Torrington Savings Bank
129 Main Street
Torrington, CT 06790
(860) 496-2152

Routing Number: 211174165 **Checking Account Number:**

Routing Number: 211174165 **Savings Account Number:**

I authorize that the above listed entity initiate the deposit of my funds to my Torrington Savings Bank checking account and that this authorization is to remain in effect until I send written notice of change or cancellation.

Signature: **Date:**

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STEP 2

Automatic Payment Change Authorization

Complete this form and submit to any company or organization that is automatically withdrawing payments from your existing checking account (insurance, gym membership, mortgage, etc.) This could take up to two weeks to process.

Information

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Payment Description

I currently have my payment automatically withdrawn from:

Name of Financial Institution: _____

Withdraw these funds from my *(check one)*

Checking Savings

Please transfer this scheduled transaction to:

Torrington Savings Bank
129 Main Street
Torrington, CT 06790
(860) 496-2152

Routing Number: 211174165 **Account Number:** _____

I authorize you to redirect future automated payment withdrawals to Torrington Savings Bank.

Signature: _____ **Date:** _____

STEP 3

Authorization to Close

To close your checking account(s) at your current bank, please complete this form for each checking account, making copies of this form as necessary. Mail the completed form(s) to your current bank.

Account to Close

Financial Institution Name:

Name on Account:

2nd Name (if joint account):

Account Number:

Address:

.....

City: **State:** **Zip:**

Please close the following accounts (check all that apply)

Checking Account Number:

Savings Account Number:

Other Account Number:

Please send a check payable to me/us for the remaining balance in the above-described account to the address on file.

Signature: **Date:**