

**Wayne Bank**  
Member FDIC



[www.waynebank.com](http://www.waynebank.com)

800-598-5002





Welcome to Wayne Bank! We have developed this simple, 5-step switch kit that has all the information you will need to make the switch from your current bank to Wayne Bank.

**1. Open your new Wayne Bank account online or at your local community office.**

**2. Stop actively using the account you want to close.**

As soon as possible, stop writing checks, initiating payments and using your debit card to allow transactions to clear and a final balance to be determined. Within this guide is a Reconciliation Worksheet and a Switch Bank Organizer to assist you.

**3. Notify your employer, Social Security, or any other companies that deposits funds into your account, that you are switching your account to Wayne Bank. To set up direct deposit you will need:**

◇ Your new Wayne Bank account number, routing number and a voided check (if using our form)

◇ The Direct Deposit Authorization Form (if applicable)

◇ Your direct depositor's and financial institution's address and phone number

*Call the company that is processing your direct deposit or complete the Direct Deposit Authorization Form found within this guide. Send the completed form to the company that processes your direct deposit.*

**4. Transfer your automatic payments such as loan payments, utility bills, etc. from your old bank account to your new Wayne Bank account. Funds will need to be deposited to your new account to cover the payments that are switched. You may need the following:**

◇ A copy of your latest billing statement with your billing information

◇ Your new Wayne Bank account number, routing number and a voided check (if using our form)

◇ Former bank account information for cancelled payments

*Call the company that debits your account electronically or complete the Automatic Payment Authorization Form found within this guide. Send the completed form to the company that processes your payment.*

**5. Close your old bank account. Once your deposits have been switched and your last outstanding item has cleared, you can close your old bank account. To close your account you will need:**

◇ A check from your old account or

◇ Your old bank's address, phone number, account number and routing number

*To close your old account write a check for the remaining balance in the account and deposit the funds to your new account or complete the Close Account Form and send it to the bank. The bank will send you a check for the balance.*

The fastest and most secure way to switch your direct deposit or electronic payment is to contact the company that processes your electronic transaction. Mailing your account information is not a secure method of communication and we cannot guarantee the processor will accept our forms to update your bank information. A Wayne Bank Customer Service Representative can assist you during this entire process and help you contact the impacted companies to switch your bank account information.

[waynebank.com](http://waynebank.com)

800-598-5002







### Switch Bank Organizer

This form is provided to assist you in tracking all of the information you need to switch to Wayne Bank

Your Wayne Bank Account Number: \_\_\_\_\_ Wayne Bank's Routing Number: 031308548

	Company Name	Date Notified	Status
Direct Deposits			

Automatic Payments			

	Item Payable To	Item Amount	Date Cleared
Close Old Account (track outstanding items until all items have cleared)  			

**Until all outstanding items have cleared your old account you will need to manage the funds in both accounts. Our online banking service can assist with this. Sign up for bill pay and use our account to account transfer service. Contact a friendly and knowledgeable Wayne Bank rep for assistance.**



### Step 3: Switch your direct deposits

#### Direct Deposit Authorization Form

Check with your depositor or employer to verify no other information or specific form is necessary to complete the change for your direct deposit to your new bank account. If this form is acceptable complete the information below and provide the form to the depositor. There is a specific form for government benefits in the switch kit titled Government Direct Deposit Form. The fastest and most secure way to switch your direct deposit is to call the depositor to update your bank information.

Company Name \_\_\_\_\_ Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Account Number or Employee Number \_\_\_\_\_ Payment Type \_\_\_\_\_

Please change the account used for direct deposit to my new bank account:

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employee ID (if applicable) or Social Security Number (only if required) \_\_\_\_\_

#### My new account information

Account Type:  Checking  Savings Set Amount\* (if applicable): \_\_\_\_\_

Account Number: \_\_\_\_\_ Bank Routing Number: 031308548

Bank Name: Wayne Bank Address: 717 Main St. Honesdale, PA 18431 Phone: 800-598-5002

I hereby authorize \_\_\_\_\_ (company name) to deposit funds directly to my Wayne Bank account indicated above and to make any necessary adjustments for any credit made to my account in error. This authorization shall remain in effect until I have given verbal or written notice to terminate this service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For checking account authorization attach a voided check from your new account to this form.

If you would like a set amount to be deposited to one account enter the set amount where indicated. Then complete a second form to deposit the remainder of the funds to the applicable account. For example if you want \$40.00 to be deposited to a savings account and the remainder of your direct deposit sent to a checking account; enter your savings information and \$40.00 in the set amount field. Complete a second form to credit the remainder of your direct deposit to a checking account.







## 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.



## Step 4: Switch your automatic payments

### Automatic Payment Authorization Form

Check with the merchant (payee) to verify no other information or specific form is necessary to complete the change for your automatic payment to your new bank account or debit card. If this form is acceptable complete the information below and provide the form to your payee. The fastest and most secure way to switch your payment is to call the company and update your bank information.

\_\_\_\_\_  
Company Name Company Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Account Number Payment Type

Please change the account used for automatic payment to my new bank account:

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Contact Number Address

\_\_\_\_\_  
City State Zip Code

#### My new account information

Account Type:  Checking  Savings (check applicable box)

Savings, Money Market, and Investor accounts are all restricted to 6 preauthorized withdrawals during the statement cycle.

Account Number: \_\_\_\_\_ Bank Routing Number: 031308548

Bank Name: Wayne Bank Address: 717 Main St. Honesdale, PA 18431 Phone: 800-598-5002

Or Card Type: Visa Debit Card

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (month/year)

I hereby authorize \_\_\_\_\_ (name of merchant/payee) to initiate payment from my Wayne Bank account indicated above and to make any necessary adjustments for any debit made to my account in error. This authorization shall remain in effect until I have given verbal or written notice to terminate this service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For checking account authorization attach a voided check from your new account to this form.



### Close Account Request

Inquire with the bank (you are leaving) to verify no other information or specific form is necessary to close your account(s). The bank may require signatures to be notarized when not signed in person. Wayne Bank offers notary service if this is required. If this form is acceptable complete the information below and provide the form to your bank.

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please close the account(s) listed below. Forward any remaining balance to my address listed below.

Checking Account Number \_\_\_\_\_ Title on Account \_\_\_\_\_

Savings Account Number \_\_\_\_\_ Title on Account \_\_\_\_\_

Money Market Account Number \_\_\_\_\_ Title on Account \_\_\_\_\_

Debit/ATM Card Number \_\_\_\_\_ Title on Account \_\_\_\_\_

Other Account Number \_\_\_\_\_ Title on Account \_\_\_\_\_

Forward closing balance(s) to:

Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Contact Number \_\_\_\_\_

Thank you for your prompt attention to this request. Please contact me at the above number if you have any questions or require additional information.

All account holders should sign this section:

Type Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Type Name: \_\_\_\_\_ Signature: \_\_\_\_\_





Thank you for choosing Wayne Bank. We sincerely appreciate the opportunity to assist you with your finances. We offer a wide range of products and services with local expertise and a commitment to *Helping the Community Grow*. Please never hesitate to ask if you have any questions as to how we can help you be successful in reaching your financial goals.

### Pennsylvania Community Offices

Administrative Office  
717 Main Street  
Honesdale, PA 18431  
800-598-5002

Waymart Office  
228 Belmont Street  
Waymart, PA 18472  
570-488-6160

Willow Avenue Office  
245 Willow Avenue  
Honesdale, PA 18431  
570-253-0212

Hawley Office  
63 Welwood Avenue  
Hawley, PA 18428  
570-226-6565

Milford Office  
111 West Harford Street  
Milford, PA 18337  
570-296-5377

Shohola Office  
107 Richardson Avenue  
Shohola, PA 18458  
570-559-7616

Lakewood Office  
17 Como Road  
Lakewood, PA 18439  
570-798-3000

Stroud Mall Office  
308 Stroud Mall Road  
Stroudsburg, PA 18360  
570-424-3330

Marshalls Creek Office  
5165 Milford Road  
E. Stroudsburg, PA 18302  
570-223-0300

Tannersville Office  
2951 Route 611 Suite 101  
Tannersville, PA 18372  
570-629-1600

Central Scranton Office  
216 Adams Avenue  
Scranton, PA 18503  
570-344-6113

Hanover Township Office  
734 Sans Souci Parkway  
Hanover Twp., PA 18706  
570-931-2365

Clarks Summit Office  
651 Northern Boulevard  
Clarks Summit, PA 18411  
570-587-5705

Effort Office  
2226 Barney Lane  
Effort, PA 18330  
570-517-0468

Exeter Office  
1130 Wyoming Avenue  
Exeter, PA 18642  
570-362-7762

### New York Community Offices

Walton Office  
131-133 Delaware Street  
Walton, NY 13856  
607-865-4126

Franklin Office  
536 Main Street  
Franklin, NY 13775  
607-829-5200

Stamford Office  
1 Churchill Avenue  
Stamford, NY 12167  
607-652-7545

Roxbury Office  
53898 State Highway 30  
Roxbury, NY 12474  
5607-326-4100

Andes Office  
314 Main Street  
Andes, NY 13731  
845-676-3115

Roscoe Office  
43 Stewart Avenue  
Roscoe, NY 12776  
607-290-4070

Liberty Office  
1972 Route 52E  
Liberty, NY 12754  
845-292-2300

Callicoon Office  
3 River Road  
Callicoon, NY 12723  
845-887-6700

Monticello Office  
4353 Route 42  
Monticello, NY 12701  
845-796-0211

Wurtsboro Office  
101 Sullivan St.  
Wurtsboro, NY 12790  
845-644-4441

Geneva Office  
389 Hamilton Street  
Geneva, NY 14456  
315-789-1500

Penn Yan Office  
225 Main Street  
Penn Yan, NY 14527  
315-536-4110

Cooperstown Office  
73 Chestnut Street  
Cooperstown, NY 13326  
607-547-2210

Oneonta Office  
34 Main Street  
Oneonta, NY 13820  
607-432-7000