

# Wayne County Bank

## *New Account Guide*

Once you open your new Wayne County Bank account, refer to this guide to make your switch easy and convenient! We're happy to help you. For assistance, please contact our new accounts department at any of our five convenient locations.

- To close an account and transfer any remaining funds, you will need:
  1. Old account number/ recent bank statement
  2. New account number (checking, savings/IRA, etc.-provided by Wayne County Bank)
  3. Wayne County Bank routing #: 064105734
  4. Account Closing Request (provided in switch kit)
  5. How to Transfer Your Account form (provided in switch kit)
  6. Remember to make sure all checks have cleared on your old account!
  
- To open a new account at Wayne County Bank (checking, savings, IRA, etc) and you are a new customer to our bank:
  1. Wayne County Bank Customer Identification Procedures Worksheet
  
- To change your payroll or direct deposit, you will need:
  1. Old account number/ recent bank statement
  2. New account number (checking, savings/ IRA, etc.-provided by Wayne County Bank)
  3. Wayne County Bank routing #: 064105734
  4. Payroll/ Direct Deposit Change Request (provided in switch kit)
  
- To change your Social Security Direct Deposit, you will need:
  1. New account number (checking, savings/ IRA, etc.-provided by Wayne County Bank)
  2. Wayne County Bank routing #: 064105734
  3. Visit <http://www.ssa.gov/deposit/howtosign.htm> to change your deposit online or print out the government's Standard Form 1199A (also available in the switch kit) or you may call GO DIRECT at 1-800-333-1795 to sign up via phone.
  
- To change an automatic payment or withdrawal, you will need:

1. Recent statement from vendor
  2. New account number (checking, savings/ IRA, etc-provided by Wayne County Bank)
  3. Wayne County Bank routing #: 064105734
  4. Automatic Payment Authorization form (provided in switch kit)
- To discuss transferring an existing loan, you will need:
    1. recent loan statement with loan account number and balance remaining
    2. Loan Transfer Worksheet (provided in switch kit)
  
  - To transfer a 401K (or other retirement account) account, you will need:
    1. Recent account statement
    2. Contact information for your employer or former employer
    3. New account number (checking, savings/ IRA, etc- provided by Wayne County Bank)