

# WCB Switch Kit

Ready to make the move to WCB? Follow these 6 steps to make the transition easier.

- 1 Open your new WCB checking account(s).** Visit any branch and we'll help you choose the right account. You'll need both your new account and old account open during the transition to ensure that no payments are missed.
- 2 Update your direct deposit information with your employer.** This could take two weeks or more. A Direct Deposit Change Form is available in this kit for your convenience.
- 3 Update your automatic payments, subscriptions, and pre-authorized bill payments from your old account to your new account.** An Automatic & Recurring Payments Form is available in this kit for your convenience.
- 4 Update all your automated transfers and investments as well as any other linked accounts.** Like Step 3, we'll help you identify and update these transactions. Use the Automated Transfers & Investments Forms in this step.
- 5 Close your old account.** Approximately 4-5 weeks after switching accounts, you'll be ready to close your old checking account. Make sure you've received your entire balance, including any accrued interest.
- 6 Destroy old documents and forms of payment.**
  - Debit Cards
  - Paper Checks
  - Deposit Slips

**IMPORTANT: Monitor your bills and your new account closely for the next few months to ensure you haven't missed anything that might cause a problem or incur a fee.**

## Blair Branch

1523 Washington Street  
Blair NE 68008  
PH. 402.426.2111

### Lobby Hours:

Monday – Wed 8:30 a.m. – 4:30 p.m.  
Thursday 8:30 a.m. – 7:00 p.m.  
Friday 8:30 a.m. – 5:00 p.m.

### Drive-Thru Hours:

Monday – Friday 7:00 a.m. – 7:00 p.m.  
Saturday 7:00 a.m. – 12 p.m.

## Fort Calhoun Branch

101 N 14<sup>th</sup> Street  
Ft Calhoun NE 68023  
PH. 402.468.5411

### Lobby Hours:

Monday – Friday 8:30 a.m. – 5:30 p.m.  
Saturday 9:00 a.m. – 12:00 p.m.

### Drive-Thru Hours:

Monday – Friday 8:00 a.m. – 6:00 p.m.  
Saturday 8:00 a.m. – 12:00 p.m.

## Tekamah Branch

303 S. 13<sup>th</sup> Street  
Tekamah NE 68061  
PH. 402.374.2020

### Lobby Hours:

Monday – Wed 8:00 a.m. – 4:30 p.m.

### Drive-Thru Hours:

Monday – Thurs 7:00 a.m. – 6:00 p.m.  
Friday 7:00 a.m. – 7:00 p.m.  
Saturday 7:00 a.m. – 12:00 p.m.

## Helpful Tips

### When can I stop using my former account?

When you decide to move your accounts to Washington County Bank, it's best to stop using the account at your former financial institution as soon as possible. Before you can fully close your account, you'll want to make sure that the checks, debits and automated payments through online banking or your debit card have cleared. This could take several days to a few weeks.

### How do I change my Social Security Direct Deposit?

We recommend that you call the Social Security Administration Office at 800-772-1213 or visit [www.ssa.gov](http://www.ssa.gov). See below for other helpful contact information.

### What if I missed one of my Automatic Payments?

We recommend that you use the Online Bill Pay Form to ensure you have a complete picture of what you currently pay automatically from your account. Be sure to monitor your former financial statement to ensure that all automatic payments have successfully transferred to your new account at Washington County Bank before you close your former account. Do not forget about automatic payments that you pay annually.

### Are you a farm owner?

Don't forget about your annual FSA direct deposits. Call your local county office to update your account information.

## Helpful Phone Numbers and Websites

Social Security Administration	800.772.1213	<a href="http://www.ssa.gov/deposit/howtosign.htm">www.ssa.gov/deposit/howtosign.htm</a>
Office of Personnel Management	888.767.6738	<a href="http://www.opm.gov">www.opm.gov</a>
Department of Veteran Affairs	877.838.2778	<a href="http://www.va.gov">www.va.gov</a>
Nebraska Department of Veteran Affairs	402.471.2458	<a href="https://veterans.nebraska.gov/">https://veterans.nebraska.gov/</a>
Nebraska State SSI Benefits	402.471.3121	<a href="http://dhhs.ne.gov/">http://dhhs.ne.gov/</a>
Railroad Retirement Board	800.808.0772	<a href="http://www.rrb.gov">www.rrb.gov</a>
OPPD - Electric	877.536.4131	<a href="http://www.oppd.com">www.oppd.com</a>
Fastwyre - Internet	402.426.6200 or 888.262.2661	<a href="http://www.fastwyre.com">www.fastwyre.com</a>
City of Blair - Water	402.426.4191	<a href="http://www.blairnebraska.org">www.blairnebraska.org</a>
Black Hills Energy – Gas	888.890.5554	<a href="http://www.blackhillsenergy.com">www.blackhillsenergy.com</a>
Abe's Trash Service	402.671.0568	<a href="http://www.abestrash.com">www.abestrash.com</a>



Choose Remarkable

# New Customer Request

## Sole/Co-Owner First:

Legal Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Start Date: \_\_\_\_\_

Are you a US Citizen? \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

## Co-Owner Second:

Legal Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Start Date: \_\_\_\_\_

Are you a US Citizen? \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

## Copy of Driver's License is Required for ALL Applicants

If address on ID does not match current address, then address verification is required using one of the following:

- Paystub with Current Address.
- W2
- Tax Return
- Property Tax Receipt
- Posted Mail with Name of Applicant (cannot be a handwritten envelope)
- Utility Bill
- Lease Agreement
- Insurance Card
- Voter Registration Card
- College Enrollment Papers
- Bank or Credit Card Statement



Choose Remarkable

Type of Accounts to Open:

- Free Checking, Premier Checking, Classic Savings, Ultimate Money Market, Other:

Source of Opening Deposit? (Example: Loan Advance, FSA ACH, Direct Deposit, Cash, Personal Check, Etc.)

Order Debit Cards?

FIRST APPLICANT:

- None, Standard, Pink, Red GBR, Red & Silver N, Blackshirts

SECOND APPLICANT:

- None, Standard, Pink, Red GBR, Red & Silver N, Blackshirts

Order Checks?

- YES, NO

Type: PERSONAL

Special Instructions:

- Singles (\$15.50), Duplicates (\$19.50)

Services Anticipated (if "yes" is selected, put an "X" in the box for anticipated amount)

Table with 5 columns: Service, (Y/N), \$0 - \$2500, \$2501 - \$4999, \$5000 +



Choose Remarkable

# Direct Deposit Change Form

Complete this form and deliver to your payroll department. You can also use this to update your Social Security deposit information.

### Employee Information:

Name \_\_\_\_\_

ID# \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Employer Information:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Direct Deposit Information

Financial Institution	Checking or Savings?	Routing #	Account #	Name on Account	Dollar or % Amount
Example: WCB	Checking	104913161	12345678	Jane Smith	100%

### Authorized Employee Signature

Your original signature is required to authorize the transfer with your existing financial institution.

\_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize you to credit any pending or future deposits to my account with WCB.

Please change the name of the Depository Financial Institution:

WCB  
1523 Washington St  
PO Box 248  
Blair NE 68008



Choose Remarkable

# Automatic & Recurring Payments

This form will help you identify them and keep track of when you made the updates, who you talked to, and when.

	Bill	Company / Payee	Acct. #	Amount	Phone or website	Date Contacted	Spoke With	Date Effective
Utilities & Services	Mortgage/Rent							
	Electricity							
	Gas							
	Water							
	Internet							
	Cable							
	Home Phone							
	Mobile Phone(s)							
	Garbage							
	Safe Deposit Box Rent							
	Other #1							
	Other #2							
Loans & Debt	Home Equity							
	Credit Card #1							
	Credit Card #2							
	Credit Card #3							
	Student Loan							
	Auto Loan							
	Other Loan							
Insurance	Home/Renters							
	Auto							
	Life							
	Health							
	Other							
Online & Leisure	Examples: Netflix, Hulu, Amazon Prime, iTunes, Venmo, PayPal							
	Streaming #1							
	Streaming #2							
	Payment Svc. #1							
	Payment Svc. #2							
	Gym							
	Other #1							
	Other #2							
Taxes	Property							
	Federal Income							
	State Income							



Choose Remarkable

# Automated Transfers & Investments

## Initiated from your checking account going out to other accounts

If you have transfers or investments that are set to be sent out to an external account from the account you're closing, you'll need to set up those transfers to come from your new WCB account instead. Use this form to track those transfers as you add them to your new account.

External Account Type	Bank or Company	Routing #	Account #	Amount	Phone #	Date Changed	Spoke With
Your Old Bank Acct.							
Savings Acct. #1							
Savings Acct. #2							
Savings Acct. #3							
Savings Acct. #4							
Checking Acct. #1							
Checking Acct. #2							
Individual Retirement Account (IRA)							
Individual Retirement Account (IRA)							
Education Investment Account (529)							
Education Investment Account (529)							
Brokerage #1							
Brokerage #2							
Other							
Other							
Other							



Choose Remarkable

# Automated Transfers & Investments

## Initiated from external accounts going into your checking accounts

If you have transfers and investments that are automatically pulled out of the account you're closing by an external entity—such as Vanguard pulling a monthly investment from your banking account—you'll need to add your new account to your list of linked bank accounts at that external entity. List those accounts below to keep track of your progress in switching them over to the new account.

External Account Type	Bank or Company	Routing #	Account #	Amount	Phone #	Date Changed	Spoke With
Your Old Bank Acct.							
Savings Acct. #1							
Savings Acct. #2							
Savings Acct. #3							
Savings Acct. #4							
Checking Acct. #1							
Checking Acct. #2							
Individual Retirement Account (IRA)							
Individual Retirement Account (IRA)							
Education Investment Account (529)							
Education Investment Account (529)							
Brokerage #1							
Brokerage #2							
Other							
Other							
Other							





Choose Remarkable

# Online Bill Pay Form

## Instructions:

1. Be sure that you have successfully enrolled in WCB’s free Online Bill Pay. Go to **www.wcbank.com** and use the information provided at account opening to enroll and familiarize yourself with our bill pay system. If you need assistance, please feel free to call us at 402-426-2111.
2. Visit your former bank’s website and use our simple Online Bill Pay Form to record all accounts that you have enrolled in Online Bill Pay with your former bank. List the company name, mailing address, phone number, and account number(s).
3. Add any additional accounts to the Online Bill Pay Form that you would like to setup for the first time. Be sure that you have all necessary information: company name, mailing address, phone number, and account number.
4. AFTER you have entered all the accounts from the Online Bill Pay Form into the WCB’s free Online Bill Pay system, review all account information for accuracy.

### Online Bill Pay Accounts

Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		