



You Get More When You're Next DoorSM

Welcome to Thomaston Savings Bank

Thank you for considering Thomaston Savings Bank for your banking needs. Since 1874, we have been dedicated to providing quality products and exceptional service to our valued customers.

Our professional and friendly staff is devoted to making the transition to your new account as easy as possible – they are here to guide you through every step of the way. Whether you are an existing customer, or if this is your first experience with Thomaston Savings Bank, you will be pleased to know we offer a wide array of products and services designed to meet all of your financial needs and make your banking less complicated.

This guide is designed to help you with the steps needed to transition your accounts to Thomaston Savings Bank.

We welcome you to stop by one of our 13 conveniently-located branches or visit our website www.thomastonsb.com for more information. You may also call customer service during business hours at **855.344.1874**.

We appreciate your business and are committed to providing you with the best possible banking experience.

Switch Kit Checklist

Thank you for choosing to bank with Thomaston Savings Bank. We are committed to ensuring that your transition is an easy one. The steps outlined below will guide you through the process of switching your accounts to us.

STEP 1 Open a Thomaston Savings Bank Checking Account

Stop by one of our conveniently-located branches. Our Customer Service Representatives will help you select a checking account that suits your needs.

STEP 2 Stop Using Your Previous Checking Account

Allow time for outstanding checks to clear.

STEP 3 Move Your Direct Deposit

Prepare to move your direct deposit by completing the **Direct Deposit Transfer Letter** (enclosed in this packet).

STEP 4 Transfer Automatic Payments

Set up new automatic payments. You can use the **Automatic Payment Change Letter** (enclosed in this packet), or consider our Personal Online Banking with Free Bill Pay as an alternative way to get more control over your money.

STEP 5 Close Your Old Account

Make sure all checks have cleared and all automatic payments have been made.

Verify that you are receiving your direct deposit in your new Thomaston Savings Bank checking account.

Complete the **Account Closure Request Letter** and send it to your old bank.

Any questions? If you have additional questions about switching your checking account to Thomaston Savings Bank, please call or visit any branch. *See list of branch locations on pages 8 and 9 of this packet.*

Direct Deposit Transfer Letter

Complete and sign this form for all sources of direct deposit. Give the signed form, along with a voided check from your new Thomaston Savings Bank checking account, to the party making the direct deposit.

- Establish Direct Deposit
- Change Existing Direct Deposit

Name _____ Employee ID _____
Social Security Number _____

Customer Information

Address _____
City _____ State _____ Zip _____ Phone # _____

Company Information

Company Name _____
Address _____
City _____ State _____ Zip _____ Phone # _____

Bank Information

Thomaston Savings Bank
203 Main Street
Thomaston, CT 06787

Routing Number: 211174259

Deposit Information

Thomaston Savings Bank

Account Number _____ Account Type: ___ Checking ___ Savings

I authorize _____ (employer/company) to make direct deposits directly to my Thomaston Savings Bank account indicated above, and authorize the Bank to accept such deposits.

Customer Signature _____ Date _____

Automatic Payment Transfer Letter

Date _____

Name of Institution _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

I would like to change my payment instructions. Currently, you are debiting payment from my old bank account at:

Former Bank

Name _____

Routing Number _____ Account Number _____

As of _____ (date), please stop debiting this account and begin debiting this payment from my new account at Thomaston Savings Bank. My new information is as follows:

Current Bank

Thomaston Savings Bank
203 Main Street
Thomaston, CT 06787

Routing Number: 2 1 1 1 7 4 2 5 9
Account Number _____

- Checking
- Savings

Please send me a written confirmation of the date this change will be effective.

Customer's Signature _____

Account Number with Payee _____

Address _____

City _____ State _____ Zip _____

Social Security Direct Deposit Worksheet

Transferring your direct deposit of Social Security benefits to Thomaston Savings Bank can be completed by either calling the Social Security Administration at **1.800.772.1213** or visiting their website at **www.ssa.gov/deposit**.

This worksheet has been designed to help you prepare for the questions that will be asked of you.

- SOCIAL SECURITY NUMBER _____ - _____ - _____

- TITLE ON YOUR BANK ACCOUNT _____

- NEW ACCOUNT NUMBER AT THOMASTON SAVINGS BANK _____

- THOMASTON SAVINGS BANK ROUTING NUMBER **2 1 1 1 7 4 2 5 9**

Account Closure Request Letter

Date _____

Name of Institution _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern

This letter is to inform you that I have decided to close the account(s) listed below as of _____ (date).

- Please close the account(s) noted below and mail the balance and any interest earned to my address.
- Please close the account(s) noted below and forward the balance and any interest earned to my new Thomaston Savings Bank account, also noted below.

Account 1

Old Account Number _____ Old Routing Number _____

To Thomaston Savings Bank

New Account Number _____ New Routing Number _____

Account 2

Old Account Number _____ Old Routing Number _____

To Thomaston Savings Bank

New Account Number _____ New Routing Number _____

Account 3

Old Account Number _____ Old Routing Number _____

To Thomaston Savings Bank

New Account Number _____ New Routing Number _____

Upon closure of the account(s), please send a confirmation to the address below.

Sincerely,

Customer's Signature _____

Print Name _____

Account Number with Payee _____

Address _____

City _____ State _____ Zip _____

Helpful Tips

- Begin by gathering all pertinent information about your existing account.
- Look over your last few statements and note all automatic payments.
- Remember to leave sufficient funds in the account you are closing to cover any outstanding checks or pending payments.
- You may be asked to fill out an additional form by the party making the direct deposit.
- Some financial institutions may require you to fill out additional forms when closing your account.
- If your account is interest-bearing, please consider the account closing date carefully.
- Destroy any unused checks, ATM/debit cards, and deposit slips associated with your old account.
- Start using your new Thomaston Savings Bank account exclusively.
- Remember to keep a copy of all letters, forms, statements and documents for your personal records.
- Consider making your banking less complicated by transferring other accounts to Thomaston Savings Bank.

Accounts & Services

- Checking
- Savings
- Certificate of Deposit
- Online Banking
- Online Bill Pay
- VISA Check Card
- Retirement Account
- Health Savings Accounts
- Mortgages
- Home Equity Loans
- Line of Credit
- Safe Deposit Boxes
- Financial Planning
- Business Accounts & Services

Branch Locations & Hours

Bethlehem: 73 Main Street South

Monday & Tuesday: 8:30 a.m.-3 p.m.

Wednesday: 8:30 a.m.-4 p.m.

Thursday: 8:30 a.m.-6 p.m.

Friday: 8:30 a.m.-5 p.m.

Saturday: 8:30 a.m.-12 noon

Bristol: 120 Farmington Avenue

Monday, Tuesday & Wednesday: 8:30 a.m.-4 p.m.

Thursday: 8:30 a.m.-6 p.m.

Friday: 8:30 a.m.-5 p.m.

Saturday: 8:30 a.m.-12 noon

Bristol: 40 Middle Street

Monday, Tuesday & Wednesday: 8:30 a.m.-4 p.m.

Thursday: 8:30 a.m.-6 p.m.

Friday: 8:30 a.m.-5 p.m.

Saturday: 8:30 a.m.-12 noon

Harwinton: 160 Litchfield Road

Monday, Tuesday & Wednesday: 8:30 a.m.-3 p.m.

Thursday: 8:30 a.m.-6 p.m.

Friday: 8:30 a.m.-5 p.m.

Saturday: 8:30 a.m.-12 noon

Middlebury: 1655 Straits Turnpike

Monday, Tuesday & Wednesday: 9 a.m.-3 p.m.

Thursday: 9 a.m.-6 p.m.

Friday: 9 a.m.-5 p.m.

Saturday: 9 a.m.-12 noon

Oakville: 461 Main Street

Monday, Tuesday & Wednesday: 9 a.m.-3 p.m.

Thursday: 9 a.m.-6 p.m.

Friday: 9 a.m.-5 p.m.

Saturday: 9 a.m.-12 noon

Terryville: 203 Main Street

Monday, Tuesday & Wednesday: 8:30 a.m.-4 p.m.

Thursday: 8:30 a.m.-6 p.m.

Friday: 8:30 a.m.-5 p.m.

Saturday: 8:30 a.m.-12 noon

Thomaston - Main Office: 203 Main Street

Monday, Tuesday & Wednesday: 8:30 a.m.-4 p.m.
Thursday: 8:30 a.m.-6 p.m.
Friday: 8:30 a.m.-5 p.m.
Saturday: 8:30 a.m.-12 noon

Thomaston: 508 South Main Street

Monday, Tuesday & Wednesday: 9 a.m.-3 p.m.
Thursday: 9 a.m.-6 p.m.
Friday: 9 a.m.-5 p.m.
Saturday: CLOSED

Waterbury: 824 Highland Avenue

Monday, Tuesday & Wednesday: 9 a.m.-4 p.m.
Thursday: 9 a.m.-6 p.m.
Friday: 9 a.m.-5 p.m.
Saturday: 9 a.m.-12 noon

Waterbury: 985 Watertown Avenue

Monday, Tuesday & Wednesday: 8:30 a.m.-4 p.m.
Thursday: 8:30 a.m.-6 p.m.
Friday: 8:30 a.m.-5 p.m.
Saturday: 8:30 a.m.-12 noon

Watertown: 565 Main Street

Monday, Tuesday & Wednesday: 9 a.m.-4 p.m.
Thursday: 9 a.m.-6 p.m.
Friday: 9 a.m.-5 p.m.
Saturday: 9 a.m.-12 noon

Wolcott: 669 Wolcott Road

Monday, Tuesday & Wednesday: 8:30 a.m.-4 p.m.
Thursday: 8:30 a.m.-6 p.m.
Friday: 8:30 a.m.-5 p.m.
Saturday: 8:30 a.m.-12 noon

Customer Service Hours: Local 860.283.1874 | Toll-Free 855.344.1874

Monday, Tuesday & Wednesday: 8 a.m.-5 p.m.
Thursday & Friday: 8 a.m.-6 p.m.
Saturday: 8 a.m.-12 noon

Revised: May 2018