



WOODLANDS BANK

We're Easy to Do Business With

SWITCH to Woodlands Bank!

You'll see ... we really are

EASY to do business with

This kit will make the switch to Woodlands Bank **EASY**. Use the attached forms to transfer your checking and savings accounts to Woodlands bank, redirect your payroll, Social Security or pension deposit, and change your automatic payments or withdrawals.

Questions? Stop by any Woodlands Bank office or give us a call.

We look forward to assisting you.

1. Complete the Personal Account Owner Information worksheet and other applicable information sheets. (Don't have time to fill them out? That's OK, bring along the information and we'll take care of it!)
2. Bring the package along with your driver's license (or other government-issued photo ID) to any Woodlands Bank office.
3. A Woodlands Bank Customer Service Representative will complete the rest!

All Office Hours

Monday through Friday 8 to 6 Saturday 8 to Noon





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Payroll / Direct Deposit Authorization Form

Use this form to request the direct deposit of your pay to your Woodlands Bank Account. You will need to provide this information to your employer along with any other information and authorization they require. Please contact your employer's payroll department if you have any questions about their process.

Direct Deposit Authorization

I hereby authorize _____ (employer name), hereinafter called COMPANY, to make payment of any amount owed to me for payroll by initiating credit entries to my account indicated below at Woodlands Bank, and authorize and request Woodlands Bank to accept credit entries initiated by COMPANY to such account and to credit the same to such account without responsibility for the correctness thereof. It is understood that in signing this agreement I allow COMPANY to initiate reversal of the described payment entry in the event of error in calculation or overpayment.

Employee Name _____ Social Security # _____

Address _____ City/State/Zip _____

Telephone _____ E-mail _____

Woodlands Bank
2450 East Third St
Williamsport PA 17701
Phone – (570) 327 - 5263

Woodlands Bank Routing Number 0 3 1 3 0 2 5 2 8

Woodlands Bank Account Number Checking Account # _ _ _ _ _

Savings Account # _ _ _ _ _

I further understand this authorization may be terminated by me at any time by written notification to my employer or to Woodlands Bank. Any such notification to my employer shall be effective only with respect to entries initiated by my employer after receipt of such notification and reasonable time to act on it.

I authorize this change Immediately
effective: Effective __/__/__

Signature _____ Date _____



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Automatic Payment Request Form

Use this form to request a transfer of an automatic payment from your Woodlands Bank account. Complete one form for each automatic payment, attach a voided check from your new Woodlands Bank account and send to the respective company. Please allow ample time for your first automatic payments to begin debiting from your account.

To Whom It May Concern:

Date: _____

I am requesting that my payment be automatically deducted from my Woodlands Bank Checking Account.

Company Name _____

Account Number with this Company _____

Effective immediately, please use the following Woodlands Bank Checking Account information for my automatic payments.

Woodlands Bank Routing # 031302528 _____

Woodlands Bank Checking Account # _ _ _ _ _ _____

If there are any questions regarding this request, you may contact me at the number listed below.

Account Owner _____

Account Owner (if applicable) _____

Address _____

City _____

State _____

Zip _____

Phone (day-time): _____

Account Owner Signature _____

Date _____

Account Owner Signature (if applicable) _____

Date _____

Member FDIC





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Account Closing Request Form

Use this form to request your account(s) at your current bank be closed and to have remaining funds sent to you. Remember to check and make sure all checks have cleared your account before closing. You can also visit your current bank to close your accounts in person.

To Whom It May Concern:

Date: _____

This letter is to inform you that I/we would like to close the account(s) listed below. Please send a check to me/us at the address listed below for any remaining funds in the account(s).

If you have any questions in reference to this request, please contact me/us at the phone number or address listed below.

Thank you.

Please close the following accounts:

Checking # _____ Account Owner(s) Name _____

Savings # _____ Account Owner(s) Name _____

Other Account # _____ Account Owner(s) Name _____

Other Account # _____ Account Owner(s) Name _____

Please contact me/us if you have any questions about this request.

Mailing Address _____

City _____ State _____ Zip _____

Phone (day-time): _____

Thank you for processing this request immediately.

Account Owner Signature _____ Date _____

Account Owner Signature _____ Date _____

Member FDIC

