



SwitchKit from Mansfield Bank

At Mansfield Bank, we realize that moving your account can be complicated. We have created this kit to stay with you every step of the way until you are completely settled. We will make switching banks easy for you. This SwitchKit includes all the forms you will need to get started. You can fax, mail or bring them into any Mansfield Bank branch. Then just stop in with your ID to officially open your new account. We will stay with you throughout your bank move, helping you through any additional paperwork requirements or questions as your new account is established with us.

Here are some things you will need to know:

- Our Name: **Mansfield Bank**
- Our Main Office Address: **80 North Main Street, Mansfield, MA 02048**
- Our Routing Number: **211371913**
- Our Telephone Number: **508 851 3600**

If you have Direct Deposit of your Social Security payment:

- Call them at 1-800-772-1213 and they will take your information over the telephone, or
- We can place the call for you from our office. They will need to speak with you directly to make sure of your instructions.

Please note: It can take up to three weeks for the change to be made, so you should time your request for just after you receive your payment.

If you have Direct Deposit of your paycheck:

- Complete the Direct Deposit form in our SwitchKit and send it to the Human Resource Department where you work.
- They may ask you to complete another form on their "official" company form but at least you will have all the information you will need.
- You may have to supply the old information as well.

If you have Direct Deposit of any other kind of payment:

- Complete the form in this SwitchKit and send it to the place you receive the payment from
- They may ask you to complete another form on their "official" form but at least you will have all the information you will need.
- You may have to supply the old information as well.



SwitchKit

Account Relationships

Present Banking Relationship _____

I/we have the following accounts at my/our present bank:

Checking Accounts

ACCOUNT NUMBER	ACCOUNT NAME, TYPE OR FEATURES	APPROXIMATE BALANCE

Money Market Accounts

ACCOUNT NUMBER	ACCOUNT NAME, TYPE OR FEATURES	APPROXIMATE BALANCE

Savings Accounts

ACCOUNT NUMBER	ACCOUNT NAME, TYPE OR FEATURES	APPROXIMATE BALANCE

Certificates of Deposit

ACCOUNT NUMBER	ACCOUNT NAME, TYPE OR FEATURES	APPROXIMATE BALANCE



MANSFIELD BANK
BANKING YOUR WAY

SwitchKit

Request to Close Accounts at Previous Bank

To: _____
NAME OF FINANCIAL INSTITUTION

From: _____
NAME OF ACCOUNT HOLDER/S

STREET ADDRESS, CITY STATE ZIP CODE

Date: _____
TODAY'S DATE

Re: Account closing and transfer of funds

ACCOUNT NUMBER TYPE OF ACCOUNT ACCOUNT TITLE

ACCOUNT NUMBER TYPE OF ACCOUNT ACCOUNT TITLE

Effective immediately, please close the above account(s). The balance in my account(s) should be aggregated and then wire transferred or mailed, in the form of a Bank check, to:

Name of Bank: Mansfield Bank
Address: 80 North Main Street, Mansfield, MA 02048
Routing Number: **211371913**

Branch Name: _____

Account Number: _____
NEW ACCOUNT NUMBER

For the Benefit Of: _____
ACCOUNT TITLE

Thank you for your assistance in making this change.

Sincerely,

CUSTOMER'S SIGNATURE DAYTIME PHONE NUMBER

CUSTOMER'S SIGNATURE DAYTIME PHONE NUMBER



MANSFIELD BANK
BANKING YOUR WAY

SwitchKit

Direct Deposit

To: _____
NAME OF COMPANY

From: _____
YOUR NAME/S

Date: _____
TODAY'S DATE

Re: Transfer of Direct Deposit

Effective immediately, please transfer my direct deposit to my new account at:

Name of Bank: Mansfield Bank
Address: 80 North Main Street, Mansfield, MA 02048
Routing Number: **211371913**

Account Number: _____
NEW ACCOUNT NUMBER

Thank you for your assistance in making this change.

Sincerely,

SIGNATURE

PRINT YOUR NAME HERE

ADDRESS

CITY/STATE/ZIP

DAYTIME TELEPHONE NUMBER

SIGNATURE

PRINT YOUR NAME HERE

ADDRESS

CITY/STATE/ZIP

DAYTIME TELEPHONE NUMBER



MANSFIELD BANK
BANKING YOUR WAY

SwitchKit

Account Automatic Debits and Credits

I/We have the following direct deposits to the accounts at my/our present bank:

COMPANY SENDING THE DEPOSIT	ACCOUNT NUMBER	CONTACT NAME & PHONE	DATE OF CREDIT
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I/We have the following automatic withdrawals from the accounts at my/our present bank:

COMPANY RECEIVING PYMT	ACCOUNT NUMBER	CONTACT NAME/ PHONE	AMOUNT & DATE OF DEBIT
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



MANSFIELD BANK
BANKING YOUR WAY

SwitchKit

Automatic (Debit) Payment

To: _____
NAME OF COMPANY

From: _____
YOUR NAME/S

Date: _____
TODAY'S DATE

Re: Transfer of Automatic Payment

Effective immediately, please transfer my automatic (debit) payment to my new account at:

Name of Bank: Mansfield Bank
Address: 80 North Main Street, Mansfield, MA 02048
Routing Number: **211371913**

Account Number: _____
NEW ACCOUNT NUMBER

Thank you for your assistance in making this change.

Sincerely,

SIGNATURE

SIGNATURE

PRINT YOUR NAME HERE

PRINT YOUR NAME HERE

ADDRESS

ADDRESS

CITY/STATE/ZIP

CITY/STATE/ZIP

DAYTIME TELEPHONE NUMBER

DAYTIME TELEPHONE NUMBER