



Beverly Cooperative Bank



5 easy steps to switch your accounts to Beverly Cooperative Bank

Step 1: Open an account with us and stop using your old account, making sure you leave adequate funds for outstanding checks and/or automatic withdrawals. Temporary checks will be provided so you can start using your new account immediately!

Step 2: Complete **Request to Change Direct Deposit Forms** to start or change any existing direct deposits to your new account. Return the forms to your place of employment or the appropriate government office, or bring us the forms and we'll do it for you. Our professional staff can assist you during normal business hours or you can call directly to Social Security.

Step 3: Complete **Request to Change Automatic Payment Forms** and send to companies you are currently paying by automatic payment (for auto withdrawal or auto payments billed to your old debit card or checking account).

Step 4: Use **Internet Bill Pay Forms** to add Payees to your new Bill Pay with us.

Step 5: Once everything has cleared your old account and all transfers have been completed, complete the **Request to Close Account Form** and mail it to your old bank, or give it to us and we will return it for you.



Beverly Cooperative Bank



Request to Change Direct Deposit

Date: _____ Name: _____

Type of Request (check one):

- Change my existing direct deposit Set up a new direct deposit

Please process my request effective immediately to the following account:

Type of Account: _____

Account Number: _____

Signature: _____

Address: _____

Phone: _____

Beverly Cooperative Bank
254 Cabot Street
P.O. Box 498
Beverly, MA 01915
978-922-0857
Routing Number: 211372145

Copy and complete this form for additional direct deposit changes needed.



Beverly Cooperative Bank



Request to Change Automatic Payment

Date: _____ Name: _____

Account Number with Company: _____

Effective immediately, please process my request to change my automatic payment to come from my new bank account at:

Beverly Cooperative Bank
254 Cabot Street
P.O. Box 498
Beverly, MA 01915
978-922-0857
Routing Number: 211372145

Type of Account: _____

Account Number: _____

Signature: _____

Address: _____

Phone _____

Copy and complete this form for additional automatic payment changes needed.



Beverly Cooperative Bank



Internet Bill Pay Payees

Name: _____

Email: _____ Phone: _____

Create a list of payees for Bill Pay with us. If you have online Bill Pay with your old account, you may be able to attach a printout of the payee information from your current Internet Banking if it contains all the information needed below.

Payee Name: _____ Payee Name: _____

Nickname: _____ Nickname: _____

Account #: _____ Account #: _____

Account Type: _____ Account Type: _____
Installment Loan, Mortgage, Credit Card, Utility, Other Installment Loan, Mortgage, Credit Card, Utility, Other

Address: _____ Address: _____

Daytime Phone: _____ Daytime Phone: _____

Upon receipt of this list, your Internet Banking account will be suspended while your payees are added to the system. You will then be required to verify that the data was entered correctly before you can access Internet Banking. Please indicate how you would like to receive payee verification.*

In-Person By Mail

* At that time your signature will be required



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Request to Close Account

Date: _____ To: _____

Effective immediately, please process my request to close the following bank account(s) and transfer the funds:

Primary Owner Name: _____ Primary Owner SSN: _____

Secondary Owner Name: _____ Secondary Owner SSN: _____

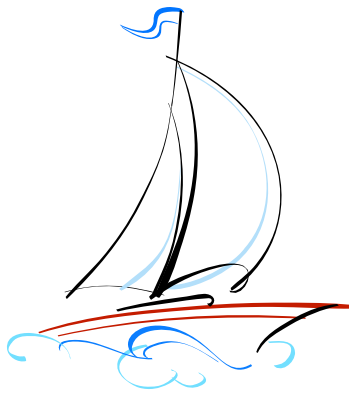
Address (City/State/Zip): _____ Contact Phone Number: _____

Type of Account(s): _____ Account #(s): _____

Please remit funds in the form of a check directly to me.

Primary Owner Signature: _____

Secondary Owner Signature: _____



Beverly Cooperative Bank



Helpful Information to Retain

Office Hours and Locations:

Main Office:

254 Cabot Street
Beverly, MA 01915
Phone: 978-922-0857
Mon. – Wed.: 8:30 AM – 4 PM
Thurs. & Fri.: 8:30 AM – 8 PM
Saturday: 8:30 AM – 1 PM

48 Enon Street
Beverly, MA 01915
Lobby and Drive-up hours:
Mon. – Wed.: 7 AM – 5 PM
Thurs. & Fri.: 7 AM – 8 PM
Saturday: 7:30 AM – 1 PM

Website: www.beverlycoop.com
On-line banking customer service: 877-314-7816
24 hour line: (BECCI) 800-230-2961
ABA/Routing #: 211372145

North Beverly Plaza:

63 Dodge Street
Beverly, MA 01915
Phone: 978-927-5283
Mon. – Wed.: 8:30 AM – 4 PM
Thurs. & Fri.: 8:30 AM – 8 PM
Saturday: 8:30 AM – 1 PM

73 Lafayette Street
Salem, MA 01915
Lobby and Drive-up hours:
Mon. – Wed. 7 AM – 5 PM
Thurs. & Fri.: 7 AM – 8 PM
Saturday: 7:30 AM – 1 PM



Beverly Cooperative Bank



Please tell me more!

- Mortgage and home equity loans
- Savings and money market accounts
- ATM/Debit cards
- Credit Cards
- Business banking
- Investment services

- Consumer loans
- Certificates of deposit
- On-line banking and Bill Pay
- Overdraft protection
- Commercial loans

Name: _____ Phone: _____

Address: _____

Email: _____

Please contact me by: Mail Telephone Email