

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.**
In most situations, this information is updated online with your employer and could take up to two weeks or more.
- 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.
- 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.

WCB LOCATIONS:

Blair

1523 Washington Street
Blair NE 68008
PH. 402.426.2111

Lobby Hours:

M – W 8:30 a.m. – 4:30 p.m.
Th 8:30 a.m. – 6:00 p.m.
Fri 8:30 a.m. – 5:00 p.m.

Drive-Thru Hours:

M – F 7:00 a.m. – 6:00 p.m.
Sat 8:00 a.m. – 12 p.m.

Ft Calhoun

101 N 14th Street
Ft Calhoun NE 68023
PH. 402.468.5411

Lobby Hours:

M – F 8:30 a.m. – 4:30 p.m.

Drive-Thru Hours:

M – F 8:00 a.m. – 6:00 p.m.
Sat 8:00 a.m. – 12:00 p.m.

Tekamah

303 S. 13th Street
Tekamah NE 68061
PH. 402.374.2020

Lobby Hours:

M-W 8:00 a.m. – 4:30 p.m.

Drive-Thru Hours:

M – F 7:00 a.m. – 6:00 p.m.
Sat 8:00 a.m. – 12:00 p.m.

Missouri Valley

205 E. Erie Street
Missouri Valley IA 51555
PH. 712.600.6922

Lobby Hours:

M-F 8:30 a.m. – 4:30 p.m.

Drive-Thru Hours:

M – F 8:00 a.m. – 6:00 p.m.
Sat 8:00 a.m. – 12:00 p.m.

Helpful Tips

When can I stop using my former account?

When you decide to move your accounts to WCB, 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. 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 WCB 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	www.ssa.gov/deposit/howtosign.htm
Office of Personnel Management	888.767.6738	www.opm.gov
Department of Veteran Affairs	877.838.2778	www.va.gov
Nebraska Department of Veteran Affairs	402.471.2458	WWW.veterans.nebraska.gov
Railroad Retirement Board	800.808.0772	www.rrb.gov
OPPD - Electric	877.536.4131	www.oppd.com
Fastwyre - Internet	402.426.6200 or 888.262.2661	www.fastwyre.com
City of Blair - Water	402.426.4191	www.blairnebraska.org
Black Hills Energy - Gas	888.890.5554	www.blackhillsenergy.com
Harrison County REC	800.822.5591	www.HCREC.coop
Mid-American Energy	888.427.5632	www.midamericanenergy.com
Iowa Dept. of Veterans Affairs	800.838.4692	www.Va.iowa.gov
Longlines (phone, internet, cable)	866.901.5664	www.longlines.com



Choose Remarkable

Automatic & Recurring Payments

This form will help you identify and track payment update information.

	Bill	Company / Payee	Acct. #	Amount	Debit Card	BillPay	ACH	Phone or Website
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							

Automated Transfers & Investments

Initiated from external accounts going INTO your checking accounts

If you have transfers and investments that are automatically deposited into the account you're closing by an external entity - this includes your paycheck/Social Security - 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

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. This also applies to any transfers or investments that are being pulled by an external entity. Use this form to track those items 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

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 your local branch.
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, routing number and account number(s).
3. Add any additional accounts to the Online Bill Pay Form that you would like to set up for the first time. Be sure that you have all necessary information: company name, mailing address, phone number, routing 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:		Routing Number:
Company:	Phone:	Account Number:
Mailing Address:		Routing Number:
Company:	Phone:	Account Number:
Mailing Address:		Routing Number:
Company:	Phone:	Account Number:
Mailing Address:		Routing Number:
Company:	Phone:	Account Number:
Mailing Address:		Routing Number:
Company:	Phone:	Account Number:
Mailing Address:		Routing Number:
Company:	Phone:	Account Number:
Mailing Address:		Routing Number:
Company:	Phone:	Account Number:
Mailing Address:		Routing Number: