

# Make The Switch Checklist

Moving all your accounts to North Alabama Bank has never been easier! Simply refer to the following guide to make your switch easy and convenient. For assistance, please contact any of our customer support representatives at any of our convenient locations. We're here to help every step of the way!

To close an account and transfer any remaining funds, you will need:

- Recent bank statement with your old account number(s)
- New North Alabama Bank account number(s)
- North Alabama Bank routing number: 062204022
- Form #1 – Account Closing Notification** *(provided by North Alabama Bank)*
- Follow up to ensure all checks have cleared on your old account
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties

To change your payroll or direct deposit, you will need:

- New North Alabama Bank account number(s)
- North Alabama Bank's routing number: 062204022
- Form #2 – Direct Deposit Request** *(provided by North Alabama Bank)*

To change Social Security direct deposit, you will need:

- New North Alabama Bank account number(s)
- North Alabama Bank number: 062204022
- To change direct deposit : Call 1-800-772-1213 or Visit [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)

To change your automatic payment or withdrawal, you will need:

- Recent statement from vendor
- New North Alabama Bank account number(s)
- North Alabama Bank routing number: 062204022
- Form #3– Automatic Payment Request** *(provided by North Alabama Bank)*
- You may need to complete a separate form for each vendor that debits money from your account
- Form #4 – North Alabama Bank Bill Pay/Auto Payment Checklist** *(provided by North Alabama Bank)*

To move your online payments and/or set up North Alabama Bank Bill Pay, you will need:

- Payee account number and address
- Form #4 – North Alabama Bank Bill Pay/Auto Payment Checklist** *(provided by North Alabama Bank)*

To discuss transferring an existing loan, you will need:

- Recent loan information with loan account and balance remaining
- Form #5 – Loan Transfer Worksheet** *(provided by North Alabama Bank)*

To transfer a 401K, IRA (or other retirement account), you will need:

- Recent account statement
- Contact information for your employer or former employer
- New North Alabama Bank account numbers

# FORM 1

## Account Closing Notification

Please accept this letter as authorization to close my account(s) with your institution. Please close the account(s) listed below.

To:

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

Bank City \_\_\_\_\_ Bank State, Zip \_\_\_\_\_

Account Number \_\_\_\_\_

Checking     Savings     Money Market     Other

Account Number \_\_\_\_\_

Checking     Savings     Money Market     Other

Account Number \_\_\_\_\_

Checking     Savings     Money Market     Other

Account Number \_\_\_\_\_

Checking     Savings     Money Market     Other

Please send any remaining funds in the accounts listed to the following address:

**North Alabama Bank • P.O. Box 669 • Hazel Green, AL 35750**

### DEPOSIT INSTRUCTIONS:

- Deposit entire amount to checking account number \_\_\_\_\_ OR  
 Deposit \$\_\_\_\_\_ to savings account number \_\_\_\_\_ AND  
the remainder to checking account number \_\_\_\_\_

### FROM:

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

State, Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

- I authorize:  The listed entity to close the account(s) listed here  
 The transfer of my funds to my North Alabama Bank Checking and/or savings account(s) as indicated

Signature \_\_\_\_\_ Date \_\_\_\_\_

# FORM 2

## Direct Deposit Request

Please accept this letter as notification that I have established a new checking and/or savings account at North Alabama Bank. I would like my paycheck to be automatically deposited to my North Alabama Bank account according to the instructions below.

### To: Payroll Department

Employer/Company Name: \_\_\_\_\_

From: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### Subject: Payroll Direct Deposit

Date: \_\_\_\_\_

- Establish Direct Deposit
- Change my existing Direct Deposit



Please attach a  
Voided Check  
Here

### Deposit Instructions:

Deposit entire amount to checking account number: \_\_\_\_\_ OR

Deposit \$ \_\_\_\_\_ to savings account number: \_\_\_\_\_ AND

The remainder to checking account number: \_\_\_\_\_

North Alabama Bank Routing Number: 062204022

- I authorize:
- The listed employer/company to deposit my funds to my North Alabama Bank checking or savings account
  - North Alabama Bank to credit funds to my account(s)
  - This authorization to remain in effect until I send written notice of change or cancellation

Signature \_\_\_\_\_ Date \_\_\_\_\_

# FORM 3

## Automatic Payment Request

Please accept this letter as notification that I have established a new checking and/or savings account at North Alabama Bank. I would like the following payment to be automatically debited from the North Alabama Bank account listed below.

- Establish Automatic Payment
- Change my existing Automatic Payment

### Automatic Payment Information:

Company Name: \_\_\_\_\_  
Company Account Number: \_\_\_\_\_  
Payment Amount: \$ \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_

### Bank Account Information:

Account Type:  
 Checking       Savings       Money Market

North Alabama Bank Account Number: \_\_\_\_\_

North Alabama Bank Routing Number: 062204022

- I authorize:
- The company listed to initiate withdrawal of my funds from the above North Alabama Bank account
  - North Alabama Bank to debit funds from my account
  - This authorization to remain in effect until I send written notice of change or cancellation

Signature \_\_\_\_\_ Date \_\_\_\_\_



Please attach a  
Voided Check  
Here

## FORM 4

### Bill Pay/Auto Payment Checklist

North Alabama Bank Online Bill Pay and scheduling automatic payments are too powerful time saving tools for managing your money. We've made it easy and convenient to move your payments to your new North Alabama Bank account(s). Use this helpful checklist to remember the payments you want to set up. All you need is your payee's account number and address.

- 
- |  |  |
|--|--|
| <input type="checkbox"/> Mortgage/Rent           | <input type="checkbox"/> Cable TV  |
| <input type="checkbox"/> Home/Renter's Insurance | <input type="checkbox"/> Auto Club (AAA, Onstar, etc.)                           |
| <input type="checkbox"/> Auto Loan/Lease         | <input type="checkbox"/> Memberships (Health Club, magazine subscriptions, etc.) |
| <input type="checkbox"/> Auto Insurance          | <input type="checkbox"/> Credit Card   |
| <input type="checkbox"/> Health/Life Insurance   | <input type="checkbox"/> Department Store Credit Cards                           |
| <input type="checkbox"/> Electricity/Gas Company | <input type="checkbox"/> Loans (Personal, Student, RV, HELOC, etc.)              |
| <input type="checkbox"/> Water                   | <input type="checkbox"/> Oil Company   |
| <input type="checkbox"/> Home/Cellular Phone     | <input type="checkbox"/> Savings/Investments/Annuity Payments                    |
| <input type="checkbox"/> Long Distance           |  |

# FORM 5

## Loan Transfer Worksheet

Use this worksheet to list all of your current loans. For assistance and to complete the loan application process, please contact a North Alabama Bank loan officer at any of our convenient locations.

1. -----  
Name of Financial Institution

-----  
Type of Loan

-----  
LOAN ACCOUNT NUMBER

-----  
BALANCE REMAINING

2. -----  
Name of Financial Institution

-----  
Type of Loan

-----  
LOAN ACCOUNT NUMBER

-----  
BALANCE REMAINING

3. -----  
Name of Financial Institution

-----  
Type of Loan

-----  
LOAN ACCOUNT NUMBER

-----  
BALANCE REMAINING

4. -----  
Name of Financial Institution

-----  
Type of Loan

-----  
LOAN ACCOUNT NUMBER

-----  
BALANCE REMAINING

*\* Subject to credit approval. This worksheet does not take the place of a North Alabama Bank loan application. Please contact a North Alabama Bank loan officer to apply for a loan.*