

EZCHANGE Checklist



Now that you've made the move to Nevada State Bank, you'll want to be sure all of your previous direct deposits and automatic payments are redirected to your new Nevada State Bank account. Use the following checklist and your most recent statement from your previous financial institution to quickly identify any direct deposits or automatic payments.

DIRECT DEPOSITS TO SWITCH

Fill out a Direct Deposit EZ Change form for each check mark.

- Your Employer
- Government Deposit (i.e., Social Security, Disability)
- Brokerage Deposits (i.e., dividends, interest, annuity or CD interest payments)
- Transfers from other bank accounts (i.e., savings, checking, money market)
- Child support or other court-issued deposits
- Retirement benefits / Pension
- Other _____

AUTOMATIC PAYMENTS TO SWITCH

Fill out an Automatic Payment EZ Change form for each check mark.

UTILITIES	COMPANY NAME	ACCOUNT NUMBER
<input type="checkbox"/> Gas	_____	_____
<input type="checkbox"/> Electric	_____	_____
<input type="checkbox"/> Phone Service	_____	_____
<input type="checkbox"/> Water / Trash	_____	_____
<input type="checkbox"/> Cable / Satellite Television	_____	_____
<input type="checkbox"/> Other _____	_____	_____
<input type="checkbox"/> Other _____	_____	_____
<input type="checkbox"/> Other _____	_____	_____

OTHER PAYMENTS	COMPANY NAME	ACCOUNT NUMBER
<input type="checkbox"/> Loans (i.e., car, home equity, credit card)	_____	_____
<input type="checkbox"/> Mortgages / Rent	_____	_____
<input type="checkbox"/> Child support or court issued payment	_____	_____
<input type="checkbox"/> Brokerage - automatic payments	_____	_____
<input type="checkbox"/> Account transfers to other bank accounts	_____	_____
<input type="checkbox"/> Insurance	_____	_____
<input type="checkbox"/> Internet Service	_____	_____
<input type="checkbox"/> Gym Membership	_____	_____
<input type="checkbox"/> Other _____	_____	_____
<input type="checkbox"/> Other _____	_____	_____
<input type="checkbox"/> Other _____	_____	_____

DIRECT DEPOSIT EZ CHANGE FORM

Direct deposits may include payroll checks, tax refunds, expense reimbursements, etc. Fill out and print a form for each company that sends you direct deposits and send it to them. (For government payments, see the FAQs section at www.nsbank.com/ezchange.)

NEW NEVADA STATE BANK ACCOUNT INFORMATION:

- Checking Personal
 Savings Business

Name(s) on Account

122400779

New Routing /ABA Number

New Account Number

If splitting the direct deposit between Nevada State Bank accounts, please fill out the section below:

Amount or percentage to be deposited into the above listed account (if applicable)

Please deposit remainder of direct deposit balance into below account:

- Checking Personal
 Savings Business

Name(s) on Account

122400779

Routing /ABA Number

Account Number

(Please attach a voided Nevada State Bank check with this completed form and mail to your depositor's appropriate department.)

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AUTOMATIC PAYMENT EZ CHANGE FORM

Fill out, print and mail a form for each company that charges your account directly for such things as cell phone service or insurance premiums. If you instructed a company to send an electronic bill (e-bill) to the online bill pay system at your old bank, fill out, print and send a form to them, or visit the payee's website. Once you enroll in Nevada State Bank Online Banking and Bill Pay, it takes just a few minutes to add payees and to set up automatic payments to either companies or individuals.

To:	To Whom it May Concern:
_____ Company/Organization Name	I have recently switched banks to Nevada State Bank. Please redirect my automatic payment for the account number referenced here to my new bank account as directed below, effective: ____/____/____.
_____ Company/Organization Address	
_____ City State Zip Code	
_____ Account Number at Company/Organization	

NEW NEVADA STATE BANK ACCOUNT INFORMATION:
_____ Name(s) on Account
122400779 New Routing /ABA Number
_____ New Account Number
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Personal <input type="checkbox"/> Business

OLD BANK ACCOUNT INFORMATION:	
_____ Name(s) on Account	
_____ Old Routing /ABA Number	_____ Old Account Number
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Personal <input type="checkbox"/> Business	

Please contact me at the following if you have any questions:

_____ Signature	
_____ Name	_____ Title
_____ Company Name	_____ Phone
_____ Address	

(Please attach a voided Nevada State Bank Check with this completed form and mail to your payee's appropriate department.)



ACCOUNT CLOSING EZ CHANGE FORM

Before you close your old account, make sure that all your checks and other transactions have cleared, and that all direct deposits and automatic payments have been redirected to your new Nevada State Bank account. Once this has been done, print out this form and send it to your old bank. It's important to make sure the account has been officially closed - do not just leave it with a zero balance.

To: _____ To Whom it May Concern:

Company/Organization Name

I hereby authorize the close of the following accounts and request that the balance be sent to the address below. All transactions in the account(s) have cleared and all automatic payments have been stopped.

Company/Organization Address

City

State

Zip Code

Name(s) on Account

Account

Checking

Savings

Money

Personal

Business

Account Number

Checking

Savings

Money

Personal

Business

Account Number

Checking

Savings

Money

Personal

Business

Please contact me at the following if you have any questions:

Signature

Name

Title

Company Name

Phone

Address

Joint Owner Signature (if applicable)

Name

Title

Company Name

Phone

Address

(Please mail completed form to your past financial institution.)

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