

# 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](http://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.)

## 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:   |
| _____<br>Company/Organization Name              | <b>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:</b><br>____/____/____. |
| _____<br>Company/Organization Address           |   |
| _____<br>City State Zip Code                    |   |
| _____<br>Account Number at Company/Organization |   |

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

|  |                             |
|--|-----------------------------|
| <b>OLD BANK ACCOUNT INFORMATION:</b>   |                             |
| _____<br>Name(s) on Account  |                             |
| _____<br>Old Routing /ABA Number   | _____<br>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:

|                       |                |
|-----------------------|----------------|
| _____<br>Signature    |                |
| _____<br>Name         | _____<br>Title |
| _____<br>Company Name | _____<br>Phone |
| _____<br>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.)

**NEVADA STATE BANK**  
THE DOOR TO YOUR FUTURE

