

# BANK | TRANSITION KIT



CONGRATULATIONS ON YOUR DECISION TO MOVE TO NATIONAL BANK OF ARIZONA.

We know how important your time and money are. That's why we've created this simple tool kit for you to effortlessly switch your accounts to NB|AZ and start taking advantage of our great products and services.

JUST FOLLOW THESE FIVE EASY STEPS AND YOU'LL BE READY TO EXPERIENCE OUR AWARD WINNING SERVICE.

- 1 OPEN YOUR NEW ACCOUNTS AT NATIONAL BANK OF ARIZONA**  
Open your new account with one of our banking specialists or online and make your opening deposit. Let us help you set up Free Online Banking with Bill Pay for your new account.
- 2 BALANCE YOUR OLD ACCOUNTS AND LET OUTSTANDING ITEMS CLEAR**  
Discontinue use of these accounts. Then securely dispose of checks and debit cards related to your old accounts.
- 3 REDIRECT YOUR AUTOMATIC DEPOSITS**  
Complete and submit a copy of the attached Direct Deposit Change Authorization form for each automatic deposit that goes into one of your old accounts.
- 4 SWITCH YOUR AUTOMATIC AND ONLINE PAYMENTS**  
Complete and submit a copy of the attached Automatic Payment Change Authorization form for each automatic payment that comes out of one of your old accounts.
- 5 CLOSE YOUR OLD ACCOUNTS**  
Complete the enclosed Account Closing Authorization form to instruct your old financial institution how and where to send a check for any remaining balance.

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Now that you've made the move to National Bank of Arizona, you'll want to be sure all of your previous direct deposits and automatic payments are redirected to your new NB|AZ 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 Change Notification 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 Change Authorization 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 _____	_____	_____

**BANK TRANSACTION KIT  
DIRECT DEPOSIT CHANGE AUTHORIZATION**

<b>To:</b> <hr/> Company/Organization Name <hr/> Company/Organization Address <hr/> City State Zip Code <hr/> Account Number at Company/Organization	<b>To Whom it May Concern:</b> I have recently switched banks to National Bank of Arizona and I hereby authorize the redirect of my direct deposits from my old bank account to my new National Bank of Arizona account effective: <hr/> / / .
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<b>NEW NATIONAL BANK OF ARIZONA ACCOUNT INFORMATION:</b>	
<hr/> Name(s) on Account	<input type="checkbox"/> Checking <input type="checkbox"/> Personal <input type="checkbox"/> Savings <input type="checkbox"/> Business
<b>122105320</b> New Routing /ABA Number	_____ New Account Number:
<b>If splitting the direct deposit between NB AZ accounts, please fill out the section below:</b>	
<hr/> Amount or percentage to be deposited into the above listed account (if applicable)	
<b>Please deposit remainder of direct deposit balance into below account:</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Personal <input type="checkbox"/> Savings <input type="checkbox"/> Business
<hr/> Name(s) on Account	_____
<b>122105320</b> Routing /ABA Number	_____ Account Number:

<b>OLD BANK ACCOUNT INFORMATION:</b>	
<hr/> Name(s) on Account	
<hr/> 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:**

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Signature

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Name Title

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Company Name Phone

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Address*(Please attach a voided National Bank of Arizona Check with this completed form and mail to your depositor's appropriate department.)*



**BANK TRANSACTION KIT  
AUTOMATIC PAYMENTS TO SWITCH**



<p><b>To:</b></p> <p>_____</p> <p>Company/Organization Name</p> <p>_____</p> <p>Company/Organization Address</p> <p>_____</p> <p>City State Zip Code</p> <p>_____</p> <p>Account Number at Company/Organization</p>	<p><b>To Whom it May Concern:</b></p> <p>I have recently switched banks to National Bank of Arizona and I hereby authorize the redirect of my automatic payments from my old bank account to my new National Bank of Arizona account effective:</p> <p>___/___/____.</p>
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**NEW NATIONAL BANK OF ARIZONA ACCOUNT INFORMATION:**

\_\_\_\_\_

Name(s) on Account

**122105320**

\_\_\_\_\_

New Routing /ABA Number

\_\_\_\_\_

New Account Number:

Checking     Savings     Personal     Business

**OLD BANK ACCOUNT INFORMATION:**

\_\_\_\_\_

Name(s) on Account

\_\_\_\_\_

Old Routing /ABA Number      Old Account Number: \_\_\_\_\_

Checking     Savings     Personal     Business

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Name Title

\_\_\_\_\_

Company Name Phone

\_\_\_\_\_

Address

*(Please attach a voided National Bank of Arizona Check with this completed form and mail to the payee's appropriate department.)*

**BANK TRANSACTION KIT**  
**ACCOUNT CLOSING AUTHORIZATION**



**To:** \_\_\_\_\_ **To Whom it May Concern:**

\_\_\_\_\_  
Company/Organization Name

\_\_\_\_\_  
Company/Organization Address

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
City    State    Zip Code

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.

\_\_\_\_\_  
Name(s) on Account

\_\_\_\_\_  
Account Number                           Checking                           Savings                           Money Market                           Personal                           Business

\_\_\_\_\_  
Account Number                           Checking                           Savings                           Money Market                           Personal                           Business

\_\_\_\_\_  
Account Number                           Checking                           Savings                           Money Market                           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.)*