



Commercial Switch Kit



HUNTSVILLE



NATIONAL
BANK of
COMMERCE

Our goal at National Bank of Commerce is to help our customers achieve their dreams. We know that your time is valuable, and we are happy to offer this “Switch Kit” to make your transition to banking with National Bank of Commerce as seamless as possible.

National Bank of Commerce is committed to complying with the USA Patriot Act of 2001. In order to assist the government in the fight against terrorist financing and money laundering, we are required to obtain, verify, and maintain identifying information on businesses and on each person authorized to act on behalf of the business. We thank you in advance for providing us with this information:

Full Legal Name: _____

Trade Name(s): _____

Street Address, City, State, ZIP: _____

Mailing Address (if different from Street Address): _____

Business Phone: _____ Business Fax: _____

Federal Tax ID# (Enter SSN, TIN, or “none”) _____

Primary Business: _____

The following documentation is also required:

1. Recorded Entity Documentation (Please reference the table on page 2 of the **Business Profile Form** for verification requirements)
2. Personal information for each signer (Please use attached form)
3. Copy of Driver’s License of each signer

In addition to the information above, the attached forms are designed to help complete the switch from your existing bank to National Bank of Commerce.

We thank you for your business and your confidence, and we hope you will come by to see us very soon. Our experienced team is prepared to address your banking needs in the personal, dependable, and timely manner you expect and deserve. If you have any questions or concerns, please call us at (256) 564-7600.

Warmest regards,

Evans Quinlivan
President – Huntsville
National Bank of Commerce

Changing Banks is Now Easier Than Ever!

Welcome to National Bank of Commerce! We understand that changing banks is a big decision and can be a real challenge. That's why your experienced National Bank of Commerce bankers have designed this easy Switch Kit to guide you step by step through the process.

It's easy! Just follow these simple steps:

- 1 Open a National Bank of Commerce checking account.** Information about our different checking account options is available on our website, www.nationalbankofcommerce.com, or you may contact one of our experienced bankers at (256) 564-7600. Please complete the **Business Profile Form**, then stop by one of our banking centers to get started! If you have questions about our accounts, please call one of our Financial Service Representatives or just stop by. We are here to help!
- 2 Stop using your previous checking account.** Allow time for outstanding checks to clear—usually about 10 days in most cases. Once cleared, be sure to destroy your unused checks, ATM and/or debit card from the previous institution to avoid confusion.
- 3 Move your direct deposits to your new National Bank of Commerce account.** Enclosed you will find a **Direct Deposit Change Form** to quickly assist you in making the switch. If you need to have your Social Security payment changed to deposit in National Bank of Commerce, please call the Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign/htm.
- 4 Transfer any automatic payments and debits to National Bank of Commerce.** Be sure to notify anyone deducting automatic payments (CD renewals, insurance, gym dues, car payment, etc.) from your previous account to your new National Bank of Commerce account. Enclosed you will find the **Automatic Payment Change Form** to assist you in this smooth transition.
- 5 Close your previous checking account.** After all your checks and automatic payments have cleared and are verified to be linked with your new account, proceed with closing your previous checking account. Enclosed is a **Account Closing Form** to notify your previous bank of your decision to close your account.

If you have ANY questions or concerns as you go through this simple process, please contact your National Bank of Commerce banker at (256) 564-7600.

Make the
Switch





Business Profile Form (page 1)

Business Type: Sole Proprietorship Partnership Corporation LLC
 Other _____

Name of Business: _____

Street Address: _____

City, State, ZIP: _____

Mailing Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____ Tax ID: _____

Signer #1 Name (First, Middle, Last): _____

Title/Position: _____ Soc. Sec. #: _____ Date of Birth: _____

Home Address: _____

City, State, ZIP: _____ Home Phone: _____

Email: _____

Occupation: _____ Employer: _____ Years of Emp.: _____

ID Type: _____ ID#: _____ ID Exp. Date: _____ ID State of issue: _____

Signer #2 Name (First, Middle, Last): _____

Title/Position: _____ Soc. Sec. #: _____ Date of Birth: _____

Home Address: _____

City, State, ZIP: _____ Home Phone: _____

Email: _____

Occupation: _____ Employer: _____ Years of Emp.: _____

ID Type: _____ ID#: _____ ID Exp. Date: _____ ID State of issue: _____

Signer #3 Name (First, Middle, Last): _____

Title/Position: _____ Soc. Sec. #: _____ Date of Birth: _____

Home Address: _____

City, State, ZIP: _____ Home Phone: _____

Email: _____

Occupation: _____ Employer: _____ Years of Emp.: _____

ID Type: _____ ID#: _____ ID Exp. Date: _____ ID State of issue: _____



Business Profile Form (page 2)

Accounts and Services you use or are interested in:

- Simple Business Checking
- Small Business Checking
- Commercial Business Checking
- Non-Profit/Religious Organization Checking
- Business Money Market
- Non-Profit/Religious Organization Money Market
- Business Debit Card
- Business Credit Card
- Business Internet Banking
- Certificate of Deposit (CD)
- Commercial Revolving Line of Credit
- Equipment Leasing
- Commercial Real Estate Loans
- IOLTA Trust Account for Attorneys
- Investment Products
- ACH Services/Direct Deposit
- Safe Deposit Box
- Wire Transfers
- "Sweep" Investment Services
- Wholesale Lock Box Service
- Merchant Services
- Treasury Management Services
- Remote Deposit
- Business Manager®

As part of the verification requirements mandated by the USA Patriot Act of 2001, entity documentation is also needed for your business. The way your business has been established determines the documentation that is required. For your convenience, the table below will guide you through the required documentation needed for your business.

Entity Type	Documentation
Sole Proprietor	Business License
Corporation	Certified Articles of Incorporation Corporate By-Laws
Partnership	Partnership Agreement (or) Certificate or Registration of Limited Partnership (or) Application of Registered LLP
Limited Liability Corporation	LLC Articles of Organization Operating Agreement
Trust	Trust Instrument Letters of Testamentary or Administration

If you have any questions or need additional assistance, please don't hesitate to contact us at (256) 564-7600. We are here to assist you with every step of this transition!



Direct Deposit Change Form

Date: _____

Employer's Company Name: _____

Company Address: _____

City, State, ZIP: _____

To Whom It May Concern:

I have changed my banking relationship to National Bank of Commerce: Effective ____/____/____. Please redirect my direct deposit to my new account at National Bank of Commerce. I hereby authorize _____ (Company/organization name) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit error to my account indicated below and authorize National Bank of Commerce to credit and/or debit the same to such account. This authority is to remain in full force and effect until company listed above and National Bank of Commerce have received notification from me of its termination and have had a reasonable opportunity to act on it.

My new account information is listed below:

Printed name: _____

Signature: _____ Date: _____

Soc. Sec. Number or Tax ID Number: _____

Daytime phone number: _____

National Bank of Commerce Account Number: _____

National Bank of Commerce routing number: 062206486

***Please attach a voided check from your new National Bank of Commerce account here:**



Automatic Payment Change Form

Date: _____

Name of Account: _____

Address: _____

City, State, ZIP: _____

To Whom It May Concern:

I've recently changed my banking relationship to National Bank of Commerce. You are currently withdrawing \$_____ from the following account:

Old Bank: _____

Routing Number: _____

Account Number: _____

For (reason for payment): _____

On (date of month): _____

Please accept my authorization to stop making withdrawals from this account effective _____ and start making them at that time from my National Bank of Commerce.

National Bank of Commerce routing number: 062206486

National Bank of Commerce account number: _____

Please contact me immediately with any questions at phone #: _____

Sincerely,

Name of Account: _____

Signature – primary signer: _____

Name (please print): _____

Signature – secondary signer (if applicable): _____

Name (Please print): _____

Company name and address (if applicable): _____



Close Account Form

Date: _____

Name of Account: _____

Address: _____

City, State, ZIP: _____

Re: Account number: _____

To Whom It May Concern:

Effective _____, please accept this authorization to close checking account # _____ and send a check for the remaining balance to the address below.

If you have any questions, I can be reached at phone # _____.

Sincerely,

Name of Account: _____

Signature – primary signer: _____

Name/Title (please print): _____

Signature – secondary signer: _____

Name/Title (please print): _____

Company Name (if applicable): _____

Address: City, State, ZIP: _____

***Be sure to send a *Close Account Form* for EACH account to be sure that all accounts are closed and all remaining balances are transferred.**