

**Congratulations on opening a new Evans Bank deposit account. The following are the simple steps needed to complete your transition to Evans Bank:**

**1. Stop Using Your Old Account.**

If it is a checking account, make sure all of your written checks have cleared. Destroy any unused checks, ATM/debit cards and deposit slips.

**2. Move your Direct Deposits to Your New Account.**

You can use the Direct Deposit Switch Form on page 2 to notify your workplace of the change.

**For social security direct deposits, changes may be made by calling the Social Security Administration at 1.800.772.1213.**

**3. Move your Automatic Withdrawals to Your New Account.**

You can use the Automatic Transfer Switch Form on page 2 to notify these companies of your change in accounts.

**4. Enroll in On-Line Banking through [www.evansbank.com](http://www.evansbank.com).**

**5. Sign-up for E-Statements after establishing your On-Line Banking ID and Password.**

**6. Close Your Old Account.**

Close your old account once all of your outstanding transactions have cleared and your new account is receiving your direct deposits and automatic withdrawals.

**7. Use Your Evans Bank Visa Debit Card for All Your Everyday Purchases.**

If you opened a Better Checking account, remember that qualification cycle for earning rewards ends on the **SECOND TO LAST BUSINESS DAY** of every month. In order to receive the premium interest rate and ATM rebates for the month, 12 debit card purchases must post and clear your account before the last business day of the month.

## Employer Direct Deposit Switch Form

(Please give this completed form to your employer's Payroll Department. A voided check may be required.)

Employee Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_

I authorize (company name) \_\_\_\_\_ to automatically deposit my net pay each pay period to my Evans Bank Account #: \_\_\_\_\_

Evans Bank Routing Number: **0223-1012-1** Account Type:  Checking  Savings

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Automatic Transfer Switch Form

**Evans Bank Routing Number: 0223-1012-1**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company: \_\_\_\_\_ Acct #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

I have a new account with Evans Bank and ask that you change my next automatic payment withdrawal to my new account. I authorize you to make automatic payment withdrawals, as per original agreement, from my Evans Bank Account #: \_\_\_\_\_ Account Type:  Checking  Savings

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

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## Automatic Transfer Switch Form

**Evans Bank Routing Number: 0223-1012-1**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company: \_\_\_\_\_ Acct #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

I have a new account with Evans Bank and ask that you change my next automatic payment withdrawal to my new account. I authorize you to make automatic payment withdrawals, as per original agreement, from my Evans Bank Account #: \_\_\_\_\_ Account Type:  Checking  Savings

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

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## Automatic Transfer Switch Form

**Evans Bank Routing Number: 0223-1012-1**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company: \_\_\_\_\_ Acct #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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