



## New Account Switch Kit

### Congratulations on opening your new Evans Bank account!

To help ease the transition to your new Evans account, follow these simple steps:

#### 1. Stop Using Your Old Account.

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

#### 2. Move any Direct Deposits to your New Evans account.

You can use the Electronic Deposit and Transfer Change form to notify your workplace of the change. You may copy as many forms as you need.

*Please note, for social security direct deposits, changes may be made by calling the Social Security Administration at (800) 772-1213.*

#### 3. Move any Automatic Withdrawals to your New Evans account.

You can use the Electronic Deposit and Transfer Change form to notify your workplace of the change. You may copy as many forms as you need.

#### 4. Enroll in Online Banking at [evansbank.com](https://www.evansbank.com).

#### 5. Sign-up for E-Statements after establishing your Online Banking ID and Password.

#### 6. Close Your Old Account.

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

#### 7. Use Your Evans Bank Debit MasterCard for All Your Everyday Purchases.

If you opened a Better Checking account, remember that qualification cycle for earning rewards ends on the last business day of every month. In order to receive the premium interest rate for the month, 12 debit card purchases must post and clear your account on or before the last business day of the month. Start using your Evans debit MasterCard right away!

Thank you for choosing better banking with Evans!



## Electronic Deposit and Transfer Change Form

For help with changing your direct deposit, automatic transfers, or electronic payments to your new Evans Bank account number, use the forms below. *Please note, for social security direct deposits, changes may be made by calling the Social Security Administration at (800) 772-1213.*

### Employer Direct Deposit

*Give this completed form to your employer's Payroll Department to adjust your direct deposit account. 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: \_\_\_\_\_

---

### Please change my Automatic Transfers to my new Evans Bank account

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: \_\_\_\_\_

---

### Please change my Electronic Payment to my new Evans Bank account

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: \_\_\_\_\_