



Nova Bank's Switch Kit

The following forms have been created for you to help make the process of switching your account(s) easier. A Universal Banker will work alongside you to help with a smooth transition in setting up the products and services needed and transferring your accounts over.

- 1 Open your new Nova Bank account(s)**
Come by or reach out to one of our Universal Bankers who will happily assist you in establishing your new account with us.
- 2 Get Organized**
Use our hassle free Switch Kit to organize the transactions that will be switched to your new Nova Bank account.
- 3 Move your direct deposits and automatic payments**
Use the appropriate form to notify your employer, other direct depositors and any vendors you have authorized to charge your account.

Nova Bank cannot guarantee that these forms will be accepted in every instance, as it may be required to make these requests in person and different information may be required.

Please indicate any products or services that you are interested in so that we can help you in the process of switching over your accounts.

✓	CONSUMER PRODUCTS	✓	COMMERCIAL PRODUCTS
	Checking Account		Business Checking
	Savings Account		Business Money Market Special
	Money Market		Business CD Special
	CD		
	Kids Savings Account	✓	COMMERCIAL SERVICES
			Online & Mobile Banking
✓	CONSUMER SERVICES		Bill Pay
	Online & Mobile Banking		Remote Deposit Capture
	Bill Pay		Direct Deposit
	Remote Deposit Capture		Checks
	Direct Deposit		Business Debit Card
	Checks		Positive Pay
	Debit Card		Wires
			ACH



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SWITCH KIT CHECKLIST

Use this form to gather all of your deposit and automatic payment information in one place for easy reference.

DIRECT DEPOSITS

✓	Deposit Type	Company	Account #	Amount	Date Paid	Frequency
	Payroll					
	Payroll					
	Social Security					
	Pension					
	Investment					

AUTOMATIC PAYMENTS

✓	Payment Type	Company	Account #	Amount	Date Paid	Auto/Bill Pay/ Debit Card
	Mortgage/Rent					
	Auto Loan					
	Personal Loan					
	Auto Insurance					
	Home Insurance					
	Electric/Gas/Water					
	TV/Cable					
	Internet					
	Credit Card					
	Credit Card					
	Cell Phone					



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DIRECT DEPOSIT CHANGE REQUEST

Please fill out this form and submit to any company or organization that is depositing funds directly into your existing account. Attach with a voided check.

Date

Company Name

Company Address

City/State/Zip Code

To Whom It May Concern:

At this time, you are depositing my automatic deposit into the following account:

Former Bank

Former Bank Routing Number

Former Bank Account Number

Effective _____, I authorize my automatic deposit to be credited directly to my new bank account at:

Nova Bank
532 Madison Street
Huntsville, AL 35801
Phone: 256-800-NOVA
www.nova.bank

062206826

Nova Bank Routing Number

New Bank Account Number

If you have any questions about this request, please contact me. Thank you.

Name (Please print)

Signature

Address

Date

City/State/Zip Code

Phone Number



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AUTOMATIC PAYMENT CHANGE REQUEST

Please fill out this form and submit to any company or organization that is withdrawing funds directly from your existing account. Note: As a Nova Bank customer, you have access to Bill Pay where automatic payments can be set up directly.

Date

Company Name

Company Address

City/State/Zip Code

To Whom It May Concern:

I have recently changed banks. You are currently withdrawing \$ _____
weekly/biweekly/monthly/yearly (circle) from the following account:

Former Bank

Former Bank Routing Number

Former Bank Account Number

For _____ (payment or reason) on _____ (payment date).
Please start making these withdrawals from my new account:

Nova Bank
532 Madison Street
Huntsville, AL 35801
Phone: 256-800-NOVA
www.nova.bank

062206826

Routing Number

Account Number

If you have any questions about this request, please contact me. Thank you.

Name (Please print)

Signature

Address

Date

City/State/Zip Code

Phone Number



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AUTHORIZATION TO CLOSE ACCOUNT

Please fill this out and submit to former bank to close account.

Date

Bank Name

Address

City/State/Zip Code

To Whom It May Concern:

Please close the following accounts:

Please send a check for the remaining balance: (Check one)

Made payable to Nova Bank for credit to _____
(Account Holder's Name) & mail to Nova Bank, P.O. Box 18928, Huntsville, AL 35804.

The address listed below.

If you have any questions about this request, please contact me.

Sincerely,

Name (Please Print)

Signature

Co-Owner Name (Please Print)

Co-Owner Signature

Address

Date

City/State/Zip Code

Phone Number