



We know how busy you are! We have made it easy for you to switch your accounts to Oak View National Bank. Follow these simple instructions and allow us to become your community bank.

- 1** Open your new business checking account with Oak View National Bank.
- 2** Stop using your old account. (Keep that account open and funded until all outstanding checks have cleared and your automatic payments and transactions have switched to your new Oak View National Bank account.)
- 3** Transfer all Automatic Transactions. Transfer all transactions to your new Oak View National Bank checking account.
- 4** Change your Automatic Payments. Use our [Automatic Payment Change form](#) to change withdrawals or other payments that are automatically made from your old account. Also, contact all vendors who may be using your old debit card and provide your new information.
- 5** Close your old account. Once you have verified that all checks have cleared, and that you've changed your automatic transactions and payments, close your old account using our [Close Account Request form](#).



# AUTOMATIC PAYMENT CHANGE

Complete this form for each vendor/company who you have arranged for automatic payment. Once completed, mail the form directly to the vendor/company.

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Vendor/Company Name

---

Vendor/Company Account Number

---

Date

---

Vendor/Company Address

---

City/State/Zip

---

Phone

---

Please accept this as notification that I have established a new checking account. Currently, you are authorized to receive automatic payments from my existing account, which I am closing.

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Previous Bank Name

---

Previous Routing Number

---

Previous Account Number

---

I am authorizing you to set up automatic payments from my Oak View National Bank account.

---

Routing Number

---

Account Number

---

Please contact me should you need any further information to process this request.

---

Business Name

---

Federal Tax ID Number

---

Address

---

City/State/Zip

---

Phone

---

Authorized Signature (print)

---

Signature

# CLOSE ACCOUNT REQUEST

Complete this form for each vendor/company who you have arranged for automatic payment. Once completed, mail the form directly to the vendor/company.

---

Vendor/Company Name

---

Vendor/Company Account Number

---

Date

---

Vendor/Company Address

---

City/State/Zip

---

Phone

---

Please accept this as notification that I have established a new checking account. Currently, you are authorized to receive automatic payments from my existing account, which I am closing.

---

Previous Bank Name

---

Previous Routing Number

---

Previous Account Number

---

I am authorizing you to set up automatic payments from my Oak View National Bank account.

---

Routing Number

---

Account Number

---

Please contact me should you need any further information to process this request.

---

Business Name

---

Federal Tax ID Number

---

Address

---

City/State/Zip

---

Phone

---

Authorized Signature (print)

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Signature