



## WE'VE MADE IT EASY FOR YOU TO SWITCH BANKS.

Just complete these simple steps using the forms provided and you're done!



### Open your new accounts

The first step is to open your new accounts. Visit any Alpine Bank location or open your personal accounts online at [apply.alpinebank.com](http://apply.alpinebank.com).

#### Alpine Bank account information

Alpine Bank ABA Routing Number: 102103407

My new Alpine Bank account number(s):

Checking: \_\_\_\_\_

Money Market: \_\_\_\_\_

Other: \_\_\_\_\_



### Direct deposit

To set up direct deposit (such as Social Security or payroll), you will need to provide your new ABA routing number and account number from above. Attached is our Authorization to Change Direct Deposit Form to fill out and submit.



### Automatic funds transfer (AFT)

If you've set up any AFTs like utility, phone, mortgage payments, or any other recurring deductions, you'll need to notify the organizations involved of your new account numbers. To make this easy, we've created an Authorization to Change Automatic Funds Transfer Form\*. AFTs set up directly through a company's website can be updated online through that company's payment portal by updating your account information.

#### Automatic payments checklist:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Phone bill | <input type="checkbox"/> HOA              | <input type="checkbox"/> Auto loan         |
| <input type="checkbox"/> Internet   | <input type="checkbox"/> Health insurance | <input type="checkbox"/> Credit card       |
| <input type="checkbox"/> Cable/TV   | <input type="checkbox"/> Life insurance   | <input type="checkbox"/> Other insurance   |
| <input type="checkbox"/> Gas        | <input type="checkbox"/> Auto insurance   | <input type="checkbox"/> Other loans:      |
| <input type="checkbox"/> Electric   | <input type="checkbox"/> Mortgage/rent    | <input type="checkbox"/> Subscriptions     |
| <input type="checkbox"/> Water      | <input type="checkbox"/> Trash            | <input type="checkbox"/> Memberships/other |

**It may be helpful to have the previous three months of bank statements on hand to review and help remember what automatic payments you currently have set up.**

#### Bill Pay:

If you use Bill Pay, make a list of your current payees and payment history. When logged in to Alpine Online or Alpine Mobile, click on Bill Pay and enroll. Once enrolled in Bill Pay, in the top right corner, press the + to add payees, then set up your payments. For help with Bill Pay, please contact our internet banking support team at 800-551-6098.



### Close your old accounts

Leave your old accounts active long enough to allow outstanding checks or automatic withdrawals to clear. This process may take several weeks. Once you're sure your old bank accounts are inactive, ask your previous financial institution to close them and send you the balances. Then you can destroy your old checks, ATM/debit cards and deposit slips. We've created a Closing Account Form\* to make this easy.

\*PLEASE NOTE: Alpine Bank cannot guarantee that these forms will be accepted in every instance. Your previous bank, and/or your key financial services partners, may require you to make any or all of these requests in person or by some other method than by mail. Also, they may require more or different information than is contained on the templates that follow.