



**VISTABANK**

*Banking From Your Point Of View.*



## How To Make An Easy Switch To VistaBank

Thank you for moving your account(s) to VistaBank. We look at banking from your point of view, and our mission is to provide you with the kind of products, services and financial guidance that will ensure a long-lasting and rewarding banking relationship.

Part of that mission is to make moving here as easy as possible. All it takes is following the few simple steps listed here and completing the applicable forms on the following pages. We can even help you complete the forms, mail them, and track them for you.

As for your old checks and/or debit cards, simply bring them along when you come to open your account(s), and let us destroy them for you. We'll be providing you with new checks and debit cards.

Once you're here, we know you'll see banking from a better perspective. Please call or email if you have any questions.

We look forward to serving you.

Here are the easy steps to make your switch to VistaBank:

1. Gather the information needed to open your account(s), including:
  - Social Security numbers for all account owners/signers
  - A driver's license (or other acceptable photo id) for all account owners/signers
  - Contact information for all signers, including:
    - Home phone
    - Work phone
    - Cell phone
    - Email address
  - Opening deposit for each account to be opened
2. Come in and open your account(s) at VistaBank.
3. Identify any automatic payments currently setup on the account(s) you are closing.
4. Complete and mail a Notice of Change for Automatic Payment to each party that drafts a payment from the account(s).
5. Identify any automatic deposits currently being made (payroll, dividends, etc.) to the account(s) you are closing.
6. Complete and mail a Notice of Change for Direct Deposit to each party that makes a deposit to the account(s).
7. After all checks, drafts and deposits have cleared your old account(s), complete and mail a Notice of Account Close to the bank(s) that held your old account(s).



# Notice Of Change For Automatic Payment

**To:** \_\_\_\_\_  
Party Drafting Your Account

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

**Please Change My Automatic Payment For:** \_\_\_\_\_  
Type of Payment

**From:** \_\_\_\_\_ **At:** \_\_\_\_\_  
Current Account No. Current Bank

**To:** \_\_\_\_\_ **At:** VistaBank Operations Center  
VistaBank Account No. 128 Laurens Street, NW, Aiken, SC 29801  
803-644-9550 • Fax 803-644-9551  
ABA ROUTING NUMBER: 0532 0823 1

**Please Consider This Form My Authorization To Make This Change Effective:**

Immediately  Beginning (DATE) \_\_\_/\_\_\_/\_\_\_

**From:** \_\_\_\_\_  
Name

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

\_\_\_\_\_  
Telephone Email

*Thank you for your assistance with this request.*

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

Mail the completed form to the company that receives your automatic payment.

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# Notice Of Change For Direct Deposit

**To:** \_\_\_\_\_  
 Party Making Deposits

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

**Please Change My Direct Deposit To:**

**VistaBank Operations Center**  
 128 Laurens Street, NW, Aiken, SC 29801  
 803-644-9550 • Fax 803-644-9551  
 ABA ROUTING NUMBER: 0532 0823 1

**Account No:** \_\_\_\_\_

**Account Type:**  Checking  Savings  Other \_\_\_\_\_

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Previous Financial Institution \_\_\_\_\_ Previous Account No. \_\_\_\_\_

**Please Consider This Form My Authorization To Make This Change Effective:**

Immediately  Beginning (DATE) \_\_\_/\_\_\_/\_\_\_

**From:** \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

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

*Thank you for your assistance with this request.*

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

Mail the completed form to the party that makes direct deposits to your account(s).

If you receive direct deposit from the Federal Government (Social Security, Railroad retirement, etc.), we will work directly with you and the appropriate agency to save you the time and paperwork.

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# Notice Of Account Close

**To:** \_\_\_\_\_  
 Bank

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

**From:** \_\_\_\_\_  
 Name(s) of Account Holder

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

\_\_\_\_\_  
 Telephone

### Please Close The Following Accounts:

**Account No:** \_\_\_\_\_  
 Checking  Savings  Money Market  Other \_\_\_\_\_

**Account No:** \_\_\_\_\_  
 Checking  Savings  Money Market  Other \_\_\_\_\_

**Account No:** \_\_\_\_\_  
 Checking  Savings  Money Market  Other \_\_\_\_\_

**Account No:** \_\_\_\_\_  
 Checking  Savings  Money Market  Other \_\_\_\_\_

**And Send The Balance(s) To:**  My/Our address  
 VistaBank Operations Center  
 128 Laurens Street, NW, Aiken, SC 29801  
 Credit Account No: \_\_\_\_\_

### Please Make The Check Payable To The Name(s) On The Account:

\_\_\_\_\_  
 Name(s)

\_\_\_\_\_  
 Signature(s) Date

*Thank you for your assistance with this request.*

Mail to the Financial Institution(s) with the account(s) you wish to close. If you prefer, we'll mail them for you.

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