



Moving Your Money Is Easy!

Thank you for choosing Nebraska Bank of Commerce for your banking solutions. There is a lot to think about when moving your accounts, so to make it easy, we've done the thinking for you. We would be happy to sit down with you and help make the process as easy as possible, right down to mailing these forms for you.

The switch is a snap with these easy steps...

Open Your New Account With Us

Start by filling out our **New Account Information Form**. Then begin phasing out your existing account(s). Just leave enough funds for all your remaining checks/payments to clear. Shred your unused checks, ATM/debit cards, and deposit slips.

Merchant Services Form

Redirect your existing merchant services deposits to your new account. Send the form to your merchant services provider and include your new deposit slip or a voided check with your form.

Direct Deposit Form

Redirect your existing direct deposits or initiate a direct deposit to your new account. Send the form(s) to all depositors and include your new deposit slip or a voided check with your form.

Automatic Withdrawal Form

Redirect your automatic withdrawals to your new account. Send the form(s) to all companies that you wish to change/add an automatic withdrawal. Remember those that use your old debit card number. ***(Remember to use Online Bill Pay to control your payments.)***

Closed Account Request Form

Once all outstanding items have cleared your old account and you have moved your direct deposits and automatic withdrawals, complete the Closed Account Request Form and send it to your old bank. They will mail you a check for your remaining balance.

It's that easy! We want your business and we'll work hard to earn it! Relationships are what set us apart from other banks. If you need any assistance, please give us a call or stop in.



New Account Information Form

Individual Account

Personal Account

Name

Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Mailing Address (if different)

Mailing Address (if different)

Home Phone

Work Phone

Home Phone

Work Phone

Email Address

Email Address

Primary Account Holder Information:

Joint Account Holder Information:

Social Security Number

Social Security Number

Driver's License# Issue Date Expiration Date

Driver's License# Issue Date Expiration Date

Date of Birth

Date of Birth

Employer

of years

Employer

of years

Position/Occupation

Position/Occupation

I/We would like to open:

Checking/Kind _____

Savings/Kind _____

Money Market/Kind _____

CD/Term _____

IRA/Term _____

I/We would like an ATM/Check card

of cards: ___ Pin(s): _____

Checks: Single Duplicate

Blue Green Yellow

I/We would like Overdraft Protection

-Please attach a copy of driver's license(s).

Please note that Primary and Joint account holders will need to sign an official account form in person at our offices before the account can be opened. For your own account security, we will need to photocopy your driver's license(s) or other form of ID, so we can have it on file to accurately identify you in the future. The purpose of this form is to begin the application process. All applications are subject to approval.

Nebraska Bank of Commerce, 6000 Village Drive Suite 100, Lincoln, NE 68516 (402-423-2111), www.thenbcbank.com





Merchant Services Form

Send this form to your current merchant services provider to redirect your deposits to your new account. If you do not currently have merchant services, we will be happy to help you apply.

Date: _____
Merchant Services Provider: _____
Address: _____
City, State, Zip: _____

To Whom It May Concern:

This letter serves as a request to have my merchant services deposits transferred to a different account.

Currently deposited into my account with:

Current Bank: _____
Account Number: _____
Routing Number: _____

Please redirect my merchant services deposit into my new account with:

New Bank: **Nebraska Bank of Commerce**
Account Number: _____
Routing Number: _____
Special Instructions: _____

If you have any questions, please don't hesitate to call me at _____. Thank you.

Sincerely,

Signature: _____
Print Name: _____
Company Name: _____
Address: _____
City, State, Zip: _____

Other information that may be needed (SSN, ID#, etc.): _____



Direct Deposit Form

Social Security • Payroll & Commissions • Retirement Plan Dividends • Child Support

Send this form to all of your current direct deposit contacts to redirect your deposits. If you do not currently have direct deposit, start today by filling out the information below, including your new account number, and sending it to your direct deposit contacts. Include your new deposit slip or a voided check with your form.

Date: _____

Depositor's Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

This letter serves as a request to have my direct deposit transferred into my new account.

Currently deposited into my account with:

Current Bank: _____

Account Number: _____

Routing Number: _____

Please redirect my direct deposit into my new account with:

Please set up a new direct deposit into my new account with:

New Bank: **Nebraska Bank of Commerce**

Account Number: _____

Routing Number: 104989852

Special Instructions: _____

If you have any questions, please don't hesitate to call me at 402 423-2111. Thank you.

Sincerely,

Signature: _____

Print Name: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Other information that may be needed (SSN, ID#, etc.): _____



Automatic Withdrawal Form

Utilities • Internet Service Providers • Loans • Vendors • Account Transfers

Send this form to all companies you currently have automatic withdrawals set up with. Don't forget those that use your old debit card number and automatic payments made online. You may also use this form to set up new withdrawals. **(Remember to use Online Bill Pay to control your payments.)**

Date: _____

Withdrawal Company Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

This letter serves as a request to have my automatic withdrawal transferred to my new account.

Currently withdrawn from my account with:

Current Bank: _____

Account Number: _____

Routing Number: _____

Payment/Reason For: _____

Date Withdrawn: _____

Please redirect my withdrawal to my new account with:

Please set up a new withdrawal from my account with:

New Bank: **Nebraska Bank of Commerce**

Account Number: _____

Routing Number: 104989852

Special Instructions: _____

If you have any questions, please don't hesitate to call me at _____. Thank you.

Sincerely,

Signature: _____

Print Name: _____

Company Name: _____

Address: _____

City, State, Zip: _____



Closed Account Request

Date: _____

Prior Bank's Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

Please close the following account # _____ and send me a check for the remaining balance to the address below.

If you have any questions, please don't hesitate to call me at _____. Thank you.

Sincerely,

Signature: _____

Print Name: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Co-Signer Signature: _____

Print Name: _____