



## New Account Conversion Checklist

- \_\_\_ Make sure all checks have cleared through your previous checking account.
  
- \_\_\_ Check to be sure enough funds are available in your account to cover any automatic payments that need to be withdrawn.
  
- \_\_\_ If transferring a Certificate of Deposit, double check the maturity date, to avoid possible penalties.
  
- \_\_\_ Notify businesses or organizations that deposit funds into your account (payroll, CD interest payments, etc.). For payroll, you will need to provide your employer with your new account number and the bank routing number (#21310711). Check with your employer, they may have their own forms for completing the process.
  
- \_\_\_ Notify governmental agencies that deposit funds into your account. Many government agencies, including Social Security, allow you to change your direct deposit over the phone. You can do this from home or we can assist you.
  
- \_\_\_ Send notification of your new account information to vendors who automatically take payments from your checking account if you wish to continue automatic withdrawals from your new account. (i.e. utilities, insurance companies, internet service providers, cable companies, credit card companies, etc.). If you are able to do this by phone, supply the vendor with your new account number and the bank routing number (#21310711).
  
- \_\_\_ Notify your previous financial institution that you are closing your account. Local community banks will usually allow you to do this by mail. Regional and national banks may require you close an account in person. If you use the enclosed form, have the funds from your old account sent directly to you, unless you have already opened an account with 1<sup>st</sup> National.

**If you have any questions, please contact 1<sup>st</sup> National Bank of Scotia (518) 370-7200.**

## ACCOUNT CLOSING REQUEST

Use this form to request the closing of your account(s) at your current bank.

Date \_\_\_\_\_

RE: Close My Account(s)

This letter is to inform you that I/we would like to close the accounts listed below. Please close the account(s) and send me/us a check for the remaining balance(s). If you have any questions regarding this request, please do not hesitate to call me/us at the phone number or address listed below.

Account Number(s)	Name	Telephone Number
Address, City, State, Zip		

Signature(s): \_\_\_\_\_

## DIRECT DEPOSIT AUTHORIZATION FORM

Use this form to request a direct deposit to your new 1st National Bank of Scotia account.

Date \_\_\_\_\_

Employer/Company Name \_\_\_\_\_ Employer/Company Address \_\_\_\_\_

Your Name \_\_\_\_\_ Social Security Number and/or Employer Number \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

New Direct Deposit Information: 1st National Bank of Scotia  
201 Mohawk Ave.  
Scotia, NY 12302  
Routing Number – 021310711

Please deposit my \_\_\_\_\_ (type of check: payroll, social security, etc.) according to the following:

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Authorized Signature(s): \_\_\_\_\_

## AUTOMATIC PAYMENT REQUEST FORM

Use this form to request the transfer of an automatic payment from your 1st National Bank of Scotia account.

Date \_\_\_\_\_

Name of company debiting my account: \_\_\_\_\_ Company Account Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ Street Address (Include city, state, zip): \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Please DISCONTINUE withdrawing payments from: \_\_\_\_\_  
Routing Number & Previous Financial Institution Name Previous Financial Institution Account Number

Begin making automatic withdrawals from my 1st National Bank of Scotia account effective \_\_\_\_ / \_\_\_\_ / \_\_\_\_ according to the following information:

1st National Bank of Scotia Account Number: \_\_\_\_\_  
201 Mohawk Ave. Date(s) or Frequency of Payment: \_\_\_\_\_ Amount: \_\_\_\_\_  
Scotia, NY 12302  
Routing Number – 021310711

Authorized Signature(s): \_\_\_\_\_