



SWITCH KIT

FOR YOUR BUSINESS



We're proud to have you as a North Valley Bank business banking customer and will do everything we can to make the process as easy as possible and make you glad you switched!

CHECKLIST

Switching to North Valley Bank has never been easier. Simply follow these steps:

1. Open your NVB business account and order new checks and forms at the NVB office location nearest you. Remember to stop using your old checking account but keep enough funds to cover your automatic payments and outstanding checks.
2. To help you identify all your direct deposits and automatic payments, we have developed the Switch Kit Tracking Form. Your current bank statements will be a great resource to identify all the companies involved.

3. In order to **establish or transfer direct deposits to NVB**, you need the following information:

- a. Employer or deposit initiator's name and address
- b. NVB business account number
- c. NVB ACH routing/transit number

Use this information to complete the direct deposit form and send it to the company that makes the direct deposit into your account. We have provided a blank Direct Deposit - Change of Instruction form for your use. This may be a good time to consider our payroll services for all your payroll and direct deposit needs.

4. **To transfer automatic payments to NVB**, you need the following:

- a. Copy of your latest statement with your billing information
- b. NVB account number
- c. NVB ACH routing/transit number

Use this information to complete the Automatic Payments/Transfers form and send it to the appropriate billing address.

5. **Change your merchant service relationship:**

If you accept credit card payments, you'll need to re-direct those daily deposits to your NVB account. For faster funds availability, consider switching to our Merchant Bank Card Service.

6. Before closing your old bank account(s):

- a. Make sure all checks and debits have cleared.
- b. Leave enough funds in your account(s) to cover any automatic payments that may need to be withdrawn.
- c. Double check maturity dates of account(s) in order to avoid possible penalties.

Then close your account by completing the Request to Close Account form we have provided, and mail the signed form to your former financial institution.

Q&A

Questions and Answers

- Q. If I have direct deposit or automatic payments, isn't it hard to get everything switched over?**
- A.** We make the process as simple for you as possible by providing easy-to-use forms to send to the bank or other companies involved.
- Q. How long does it take to get everything switched over?**
- A.** The amount of time will vary depending on the policy/process of the business(es) that handles the direct deposit or automatic payments. It may take a month or two before all your checks clear from your old account and the automatic deposits/payments are finalized.
- Q. Can I just call and have my old bank close my account today?**
- A.** Your previous bank will want to make sure all your checks have cleared and your automatic deposits/payments are switched before they close your account.
- Q. What do I do with my old checks or debit cards?**
- A.** We'll pay you up to \$50 if you bring us your unused checks and debit cards (\$2 per card or check pad)!

New Business Account Information



Business Account Holder Information

Business Name _____

Business Street Address _____

City State Zip _____

Contact Person _____

Business Phone _____

Business Fax _____

Business Cell Phone _____

Business Email Address _____

Taxpayer ID Number _____

Type of Business

- Sole Proprietor Partnership Non-Profit
 Corporation:* C or S LLC* Other _____

*Please provide a copy of your company's Articles of Organization. Depending on the type of business, you may be asked to furnish additional documentation. We will prepare and deliver a formal signature card and account disclosures for your permanent record.

Authorized Signer Information

Signer

First MI Last

Title _____

E-mail Address _____

Home Address _____

City State Zip _____

Home Phone _____

For Office Use Only: _____

Social Security Number _____

Driver's License Number Issue Date Expiration Date

Second Signer

First MI Last

Title _____

E-mail Address _____

Home Address _____

City State Zip _____

Home Phone _____

For Office Use Only: _____

Social Security Number _____

Driver's License Number Issue Date Expiration Date

Account Preferences



Please indicate accounts and services you currently have/use:

- Business Checking Account
- Business Loans (type: _____)
- Sweep Account
- Line of Credit
- Cash Management
- Business Credit Card
- Money Market Account
- 401K
- Savings Account
- Investment Products
- Certificates of Deposit

Please indicate the business services you are interested in:

- Checking
- CashManager
- Vendor Payments & Customer Billings
- Savings
- Positive Pay
- Tele-Banc
- Loans
- Business BillPay
- Health Savings Account
- Real Estate Loans
- e-Statements
- Business Credit Card
- Merchant Services
- e-Alerts
- Payroll Services
- Employee Direct Deposit
- Teamwork HR

Important Information

Some companies require the use of their own forms to initiate the switching of accounts. In order to help facilitate this change from your existing account to your new North Valley Bank account, we may ask you to provide your current banking information, including a previous bank statement and any forms supplied to you by the party originating the debit or credit.

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that allows us to identify you. We may also ask to see your driver's license or other identifying documents.

Direct Deposit – Change of Instruction



TO:
Company Name _____
Address _____
City State, Zip _____

FROM:
Business Name _____
Address _____
City State, Zip _____

I have changed banks and need to have my direct deposit transactions redirected to North Valley Bank. Effective immediately, please use my new North Valley Bank account to process my direct deposit. Please change your records accordingly.

Attached is a VOIDED deposit slip from my new North Valley Bank account for accuracy in changing my transactions.

Federal Tax ID Number _____
North Valley Bank Account # _____

Authorized Signature X _____ Date _____
Phone Number _____

If this form is not sufficient to establish direct deposit to my new checking account, please contact me and send me a copy of your company form for my signature.

North Valley Bank Routing Number **121132394**

Automatic Payments/Transfers – Change of Instruction



TO: Company Name _____
Address _____
City State, Zip _____

FROM: Business Name _____
Address _____
City State, Zip _____

I have changed banks and need to have my automatic payments redirected to my North Valley Bank account. Effective immediately, please use my new North Valley Bank account to process my payments/transfers. Please change your records accordingly.

Attached is a VOIDED deposit slip from my new North Valley Bank account for accuracy in changing my transactions.

North Valley Bank Routing Number **121132394**

Billing Account # _____
North Valley Bank Account # _____

Signature X _____ Date _____
Daytime Phone Number _____

Request to Close Account



TO:
Name of Bank _____
Address _____
City State, Zip _____

Please forward any remaining funds to me at:
Name _____
Address _____
City State, Zip _____

Please close my account as listed below:

Name of Business _____
Account # _____
Type of Account _____

If you have any questions, please contact me at the following number:
Phone _____
Thank you for your prompt attention to this request.
Authorized Signature X _____
Date _____

Remember to attach a VOIDED deposit slip
from your new North Valley Bank account for
accuracy in changing transactions.



Customer Service: **866-869-MORE** (6673)

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from your new North Valley Bank account for
accuracy in changing transactions.



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Need More Forms?

For additional blank forms, copy these pages
or go online to www.novb.com
and click on Business Switch Kit.



Customer Service: **866-869-MORE** (6673)

SWITCH KIT TRACKING FORM

Thank you for choosing North Valley Bank! This form will help you track the status of switching your automatic payments and deposits to your new North Valley Bank account.

Helpful Tip: Your current bank statement will be a good source of information to identify the automatic payments and deposits.

New Account Information

North Valley Bank Account Number _____

North Valley Bank Routing Number **121132394** _____

(found on the bottom left of your checks - just before your account number)

Direct Deposits

Company Name/Address	Date Letter/ Form Mailed	Status
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Automatic Payments

Company Name/Address	Date Letter/ Form Mailed	Status
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Before you close your old account, make sure the direct deposits and automatic payments are going to/coming from your new North Valley Bank account and all your outstanding checks have cleared.



**NORTH VALLEY BANK
BUSINESS BANKING
CENTER**

300 Park Marina Circle
Redding, CA 96001
(530) 226-0500

**EUREKA DOWNTOWN
AND BUSINESS
BANKING CENTER**

402 F Street
Eureka, CA 95501
(707) 443-8400

INVESTMENT SERVICES

Investors Marketplace
(through Essex National
Securities, Inc.)
1327 South Street
Redding, CA 96001
(530) 243-0214

**RESIDENTIAL
REAL ESTATE CENTER**

1844 Park Marina Drive
Redding, CA 96001
(530) 226-2930

ANDERSON

2686 Gateway Drive
Anderson, CA 96007
(530) 226-2950

COTTONWOOD

(In Holiday Market)
20635 Gas Point Road
Cottonwood, CA 96022
(530) 226-2967

CRESCENT CITY

1492 Northcrest Drive
Crescent City, CA 95531
(707) 465-8900

EUREKA MALL OFFICE

838 W. Harris
Eureka, CA 95503
(707) 443-8488

FERNDALE

394 Main Street
Ferndale, CA 95536
(707) 786-9522

GARBERVILLE

793 Redwood Drive
Garberville, CA 95542
(707) 923-2152

HAYFORK

7061 State Highway 3
Hayfork, CA 96041
(530) 628-5215

MCKINLEYVILLE

1640 Central Avenue
McKinleyville, CA 95519
(707) 839-8400

PALO CEDRO

9334-A Deschutes Road
Palo Cedro, CA 96073
(530) 547-5715

BUENAVENTURA OFFICE

(In Holiday Market)
3315 Placer Street
Redding, CA 96001
(530) 226-2959

CHURN CREEK OFFICE

2245 Churn Creek Road
Redding, CA 96002
(530) 226-2952

COUNTRY CLUB OFFICE

2930 Bechelli Lane
Redding, CA 96002
(530) 226-2940

ENTERPRISE OFFICE

880 E. Cypress Avenue
Redding, CA 96002
(530) 226-2962

SOUTH STREET OFFICE

1327 South Street
Redding, CA 96001
(530) 226-2920

WESTWOOD OFFICE

6392-J Westside Road
Redding, CA 96001
(530) 226-2956

SHASTA LAKE

4715 Shasta Dam Boulevard
Shasta Lake, CA 96019
(530) 226-2977

WEAVERVILLE

311 Main Street
Weaverville, CA 96093
(530) 623-5521

WILLITS

255 S. Main Street
Willits, CA 95490
(707) 459-5581

WOODLAND

630 Main Street
Woodland, CA 95695
(530) 668-5800

ROSEVILLE

2999 Douglas Boulevard,
Suite 160
Roseville, CA 95661
(916) 783-2900

UKIAH

101 N. State Street, Suite A
Ukiah, CA 95482
(707) 467-2280

SANTA ROSA

100 B. Street, Suite 110
Santa Rosa, CA 95401
(707) 522-5480

www.novb.com

Customer Service: **866-869-MORE** (6673)