

New Account Checklist

Start using your new checking account

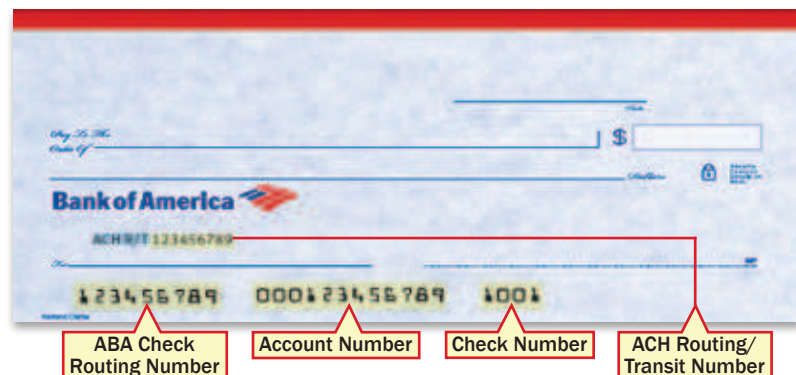
- **Enroll in Online Banking first**, and you'll find setting up most everything else on this checklist is a snap.
- **Make a deposit** to get your account funded at an **ATM**, by transferring funds with Online Banking, by phone or at a Banking Center.
- **Activate your Debit Card** by calling the telephone number on your card, at the **nearest ATM** with your card and PIN, at a Bank of America Banking Center, or by making a purchase with your card and PIN.
TIP: Fund your account and activate your card at the same time at an ATM.
- **Order checks at bankofamerica.com/checks** or by calling 800.234.6147 (English) or 800.239.6761 (Spanish) toll-free if you haven't received your checks or need additional checks or business deposit tickets.
TIP: For easier reorders, **sign in** to Online Banking and click the customer service tab.
- **Customize Business Alerts¹** to receive a timely email or text message about your account activity. **Sign in** to Online Banking to set up alerts.
- **Set up free online Bill Pay** by adding payees and scheduling payments. **Sign in** to Online Banking to pay your first bill.
TIP: Make bill due dates one of your custom Business Alerts so payments are never late.
- **Sign up for Overdraft Protection** by linking your checking account to your savings account, credit card or line of credit. Call 888.287.4637.

Close your old checking account

- **Balance your books on your old account** by making sure any outstanding checks clear before you close it.
- **Move your automated credits & debits** to your new Bank of America account with our helpful Automated Payment/Deposit Change Request form below. Print it, fill it out and then either fax it or take it to your old bank. It will help communicate how you want to:
 - Reassign your automatic deposits so you continue to receive funds due you
 - Cancel or transfer automatic payments so none are late or missed

TIP: To find your routing number, you can either:

- Sign in to Online Banking and click on the show routing numbers link on the accounts details page
- Call customer service at 800.432.1000
- Find it on your new checks



Finally, close out your old account. Financial institutions require a request in writing including a signature to close an account. Use our handy Close Account Request form. It may take up to six weeks for your closing request to be processed. And remember to destroy your old checks and cards.

¹ Alerts are not available with accounts located in Washington or Idaho.

Automated Payment/Deposit Change Request

To: _____ **Date:** _____
Company / Financial Institution Name

Company / Financial Institution Address

City

State

Zip

Re: Request Change to Automated Payment or Deposit

To Whom It May Concern:

For the following account(s):

- Checking Account No. _____
 Savings Account No. _____
 Other Account Type _____ **No.** _____

I authorize you to process the following (check all that apply):

- Redirect automatic deposits to now go into my new Bank of America account
 Redirect automatic payments to now go out of my new Bank of America account
 Cancel automatic payments from the above account(s)

Effective on ____ / ____ / ____
 mm dd yyyy

New Bank of America account information:

Bank of America Routing Number

Bank of America Account Number

From: _____
Your Company Name

Your Company Address

City

State

Zip

Print Authorizing Officer Name

Title

Authorizing Officer Signature

If you have questions, please contact the above officer at:

Mobile Phone

Office Phone

Email

Note: please be sure to confirm the named company or organization can use this form.

Close Account Request

To: _____ **Date:** _____
Company / Financial Institution Name

Company / Financial Institution Address

City

State

Zip

Re: Please Close My Account(s)

To Whom It May Concern:

I have recently changed banks and would like to close the account(s) below:

- Checking Account No. _____
- Savings Account No. _____
- Other Account Type _____ **No.** _____

Please send any remaining funds to the address below.

Effective on ____ / ____ / ____
mm dd yyyy

New Bank of America account information:

Bank of America Routing Number

Bank of America Account Number

From: _____
Your Company Name

Your Company Address

City

State

Zip

Print Authorizing Officer Name

Title

Authorizing Officer Signature

If you have questions, please contact the above officer at:

Mobile Phone

Office Phone

Email

Note: please be sure to confirm the named company or organization can use this form.