

# WELCOME TO NORTHWEST BANK

WE MAKE SWITCHING YOUR ACCOUNTS AS EASY AS 1, 2, 3!

At Northwest Bank, we've found when your needs come first, everything else just falls into place. So we've made moving your accounts to Northwest Bank simple and easy using our convenient forms, just follow these steps! We're here to assist you every step of the way.

## 1 | SWITCH

- Visit with a Retail Banker to [open your Northwest Bank account](#). Once the account is opened, explore our products and services and personally experience how we deliver them with care and expertise.

## 2 | CLOSE DOWN YOUR OLD ACCOUNTS

- Immediately begin using your new account. Make sure your old account is active long enough to allow outstanding checks and automatic withdrawals to clear through your old account. Then, [complete the Close Account Form](#) included, and we'll be happy to do the rest. Destroy your old checks, ATM/Debit Card and deposit slips.

## 3 | SWITCH YOUR AUTOMATIC TRANSACTIONS

- The enclosed forms will help you contact the companies and financial institutions that handle your [automatic deposits](#) and [automatic withdrawals](#). We'll be happy to help you with any of these forms. [Use this checklist](#) to keep track of people you may need to contact:

### Direct Deposit

- Your employer's Human Resources department
- The company handling your retirement or pension payments
- Social Security Administration

### Anyone who makes automatic withdrawals from your account:

- Mortgage company
- Homeowner's insurance
- Auto insurance
- Life insurance

### Anyone who makes automatic charges to your old debit or credit cards:

- Utility companies
- Telephone companies
- Cable company
- Other

## YOU'RE DONE!

Welcome to the Northwest Bank "family." We hope you will take advantage of all the great products and services we offer. Don't hesitate to let us know if we can help in any way.



**NORTHWEST BANK**

*Commitment you can bank on.*

# NEW ACCOUNT INFORMATION

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Effective Date

## PRIMARY APPLICANT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip  
- - - - -

\_\_\_\_\_  
Home Phone Number Mobile Phone Number  
- - - - -

\_\_\_\_\_  
Work Phone Number E-mail Address  
- - - - - / /

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Occupation/Job Title

\_\_\_\_\_  
Driver's License Number State Issue Date Expiration Date  
- - - - - / / / /

Will there be additional account owners?  Yes  No

\_\_\_\_\_  
Emergency Contact Name Phone Number  
- - - - -



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# CHANGE DIRECT DEPOSIT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Employer's/Depositor's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

To whom it may concern:

You are currently depositing my    **PAYCHECK /**    **SOCIAL SECURITY /**    **OTHER (check one)**  
to the following account:

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

Please stop making deposits to that account and instead make them to:

**Northwest Bank**

\_\_\_\_\_  
Financial Institution Name

**273970682**

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

**If you have any questions about this request, please contact me at:**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Best Time to Call

**Thank you.**  
**Sincerely,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Social Security Number (If applicable)

\_\_\_\_\_  
Other Information Your Employer/Depositor May Need  
(Ex: Employee ID Number, etc.)



(Make as many copies as needed.)



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# CHANGE AUTOMATIC WITHDRAWAL

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Name of Company That Makes Automatic Withdrawals

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**To whom it may concern:**

**You are currently withdrawing \$** \_\_\_\_\_ (amount) **for my** \_\_\_\_\_  
\_\_\_\_\_ (what payment is for), **from** \_\_\_\_\_ (account number),  
**on** \_\_\_\_\_ (when) **from the following account:**

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

CHECKING  SAVINGS

Please stop making withdrawals from that account and instead make them from:

**Northwest Bank**

\_\_\_\_\_  
Financial Institution Name

**273970682**

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

CHECKING  SAVINGS

**If you have any questions about this request, please contact me at:**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Best Time to Call

**Thank you.**

**Sincerely,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip



(Make as many copies as needed.)



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# CLOSE ACCOUNT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Financial Institution's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## To whom it may concern:

Please close my account \_\_\_\_\_ (account number), and send a check for the remaining balance to me at the address listed below. If you have any questions about this request, please contact me at:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Best Time to Call

**Thank you.**

**Sincerely,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Co-Signer Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Co-Signer Name (please print)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



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# AUTOMATIC DEPOSIT & WITHDRAWAL CHECKLIST

NAME OF COMPANY

ACCOUNT NUMBER

1. <input type="checkbox"/>	_____	_____
2. <input type="checkbox"/>	_____	_____
3. <input type="checkbox"/>	_____	_____
4. <input type="checkbox"/>	_____	_____
5. <input type="checkbox"/>	_____	_____
6. <input type="checkbox"/>	_____	_____
7. <input type="checkbox"/>	_____	_____
8. <input type="checkbox"/>	_____	_____
9. <input type="checkbox"/>	_____	_____
10. <input type="checkbox"/>	_____	_____
11. <input type="checkbox"/>	_____	_____
12. <input type="checkbox"/>	_____	_____
13. <input type="checkbox"/>	_____	_____
14. <input type="checkbox"/>	_____	_____
15. <input type="checkbox"/>	_____	_____
16. <input type="checkbox"/>	_____	_____



(Make as many copies as needed.)



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