

# SwitchKit



## Welcome to Oak Valley & Eastern Sierra Community Bank!

You're just a few steps away from enjoying everything we have to offer – from an extensive range of products to our local, personalized service.

### FIVE SIMPLE STEPS TO GET THE MOST OUT OF YOUR NEW ACCOUNT:

#### 1 Set up direct deposit

- Contact your employer or payer to switch your payroll, benefit payments, or other income direct deposited into your new account. You'll need your routing and account numbers.
- Our routing number is: 121142119.

#### 2 Enroll in Online and Mobile Banking

- [Enroll](#) in online banking to easily manage your accounts - check balances, pay bills, transfer funds, and more. Set up reoccurring transfers and automated alerts for balance information, withdrawals, and payment due dates.
- Download our mobile banking app on your smartphone to make managing your accounts even easier and put the power of a branch in the palm of your hand. Go to your app store and search for OVCB Mobile.

#### 3 Stop using your former account as soon as possible

- Be sure to leave sufficient funds in your former account until all of your checks have cleared and any automatic withdrawals have been successfully transferred.

#### 4 Transfer your Automatic Payments and Withdrawals

- Contact your service providers (utilities, cable, gym memberships, etc.) and provide them with your new account or debit card number so that your payments continue to be debited from your account.

#### 5 Close your old account

- Confirm that all checks have cleared.
- Confirm that automatic payments and automatic deposits have moved to the new account
- Close your old account.
- Call us to schedule a follow-up appointment so you can personalize your banking relationship with the right products and services.



**EASTERN SIERRA COMMUNITY BANK**



**OAK VALLEY COMMUNITY BANK**

**866.844.7500 • [www.ovcb.com](http://www.ovcb.com)**

Member FDIC 1/24



## Forms Included in your SwitchKit

### Automatic Payment Checklist and Direct Deposit Checklist

- For easy reference, use this form to gather all of your auto pay and deposit information.

### Account Closing

Use this form to close your account at another bank and request a check for the remaining balance.

- If there are multiple accounts involved, please complete a form for each account.
- Verify all checks and payments have cleared prior to submitting this form to close your account.

### Automatic Payment or Withdrawal Authorization Change Form

Use this form to change your Automatic Payments or Withdrawals to Oak Valley & Eastern Sierra Community Bank (e.g. loan payment, insurance payment, transfers to brokerage accounts or savings accounts).

- If there are multiple accounts involved, please complete a form for each account.

### Direct Deposit Authorization Change Form

Use this form to change your direct deposit to Oak Valley & Eastern Sierra Community Bank (payroll, dividends, royalties, etc). Remember to use a separate form for each company.

- If there are multiple accounts involved, please complete a form for each account.



EASTERN SIERRA COMMUNITY BANK



OAK VALLEY COMMUNITY BANK



## Automatic Payment Checklist

Payment	Company	Account Number	Amount	Payment Date
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Telephone				
Cell Phone				
Water				
Trash Removal				
Internet Provider				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Tuition/School Expense				
Other				

## Direct Deposit Checklist

Payment	Company	Account Number	Amount	Payment Date
Employee Payroll				
Pension(s)/ Retirement Plans				
Social Security				
Investment Incomes				
Other				



**EASTERN SIERRA COMMUNITY BANK**



**OAK VALLEY COMMUNITY BANK**

# SwitchKit



## Account Closing Form

Date: \_\_\_\_\_

To: \_\_\_\_\_ (Bank Name)  
\_\_\_\_\_ (Bank Address)  
\_\_\_\_\_ (City, State, Zip)

### Primary Account Holder:

\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Home Address)  
\_\_\_\_\_ (City, State, Zip)

### Secondary Account Holder:

\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Home Address)  
\_\_\_\_\_ (City, State, Zip)

Please accept this as my authorization and direction to close my account with your institution.

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

Checking   Savings   CD   Money Market   Other (select one)

Please send the check in the amount of my account balance plus any accrued interest to my attention at the address on file.

If you should have any questions regarding this transaction please call me at my daytime phone number: \_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Customer Signature)



**EASTERN SIERRA COMMUNITY BANK**



**OAK VALLEY COMMUNITY BANK**

**866.844.7500 • www.ovcb.com**

Member FDIC 1/24

# SwitchKit



Company Name

Address

City State Zip

 **AUTOMATIC PAYMENT  
REQUEST**

## RE: Changing My Automatic Payment Attention: Accounts Receivable / Accounting

I have recently changed financial institutions and would like to have my automatic payment with your company changed to my new account. Please discontinue debiting my old bank account and begin making automatic withdrawals from my new **Oak Valley/Eastern Sierra Community Bank** account. Please contact me with any questions.

Sincerely,

Authorized Signature

Date

## AUTOMATIC PAYMENT INFORMATION

NAME		PHONE	
STREET ADDRESS		CITY	STATE ZIP
\$			

## MY OLD FINANCIAL INSTITUTION

PREVIOUS FINANCIAL INSTITUTION NAME		PREVIOUS ROUTING NUMBER	PREVIOUS ACCOUNT NUMBER
-------------------------------------	--	-------------------------	-------------------------

## MY NEW FINANCIAL INSTITUTION

Oak Valley/Eastern Sierra Community Bank		NEW ROUTING NUMBER	NEW ACCOUNT NUMBER
--	--	--------------------	--------------------



If you receive a Social Security or government check, the easiest way to enroll in direct deposit or switch a direct deposit is to call the number below:

- For Social Security/SSI Checks: 1-800-772-1213
- For Veterans Benefits: 1-800-827-1000
- For Social Security/SSI Checks or other Federal Benefit Payments: [www.godirect.gov](http://www.godirect.gov)



**EASTERN SIERRA COMMUNITY BANK**



**OAK VALLEY COMMUNITY BANK**

**866.844.7500 • [www.ovcb.com](http://www.ovcb.com)**

Member FDIC 1/24

# SwitchKit



\_\_\_\_\_  
Company Name



\_\_\_\_\_  
Address

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

## RE: Switching My Direct Deposit to a New Account Attention: Payroll

I have recently changed financial institutions and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new **Oak Valley/Eastern Sierra Community Bank** account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## DIRECT DEPOSIT INFORMATION

NAME			EMPLOYEE NUMBER		
STREET ADDRESS			CITY	STATE	ZIP
PHONE					
PREVIOUS FINANCIAL INSTITUTION NAME			PREVIOUS ROUTING NUMBER		PREVIOUS ACCOUNT NUMBER
Oak Valley/Eastern Sierra Community Bank			1 2 1 1 4 2 1 1 9		
NEW FINANCIAL INSTITUTION NAME			NEW ROUTING NUMBER		NEW ACCOUNT NUMBER



If you receive a Social Security or government check, the easiest way to enroll in direct deposit or switch a direct deposit is to call the number below:

- For Social Security/SSI Checks: 1-800-772-1213
- For Veterans Benefits: 1-800-827-1000
- For Social Security/SSI Checks or other Federal Benefit Payments: [www.godirect.gov](http://www.godirect.gov)



**EASTERN SIERRA COMMUNITY BANK**



**OAK VALLEY COMMUNITY BANK**

**866.844.7500 • [www.ovcb.com](http://www.ovcb.com)**

Member FDIC 1/24