

# TRI-VALLEY BANK SERVICES



*We are proud to offer:*

- Online/Mobile Banking
- Loans -Personal, Commercial, Ag, Mortgage, and more!
- Individual Retirement Accounts (IRA)
- Certificates of Deposit (CD)
- Mobile Deposit
- Online Account Opening
- Various Deposit Accounts
- Online Loan Applications
- Safe Deposit Boxes

**BIG ENOUGH TO SERVE YOU,  
SMALL ENOUGH TO KNOW YOU!**

# 5 STEP SWITCH KIT



Created to make switching banks more convenient and efficient!

**\*Important: Make sure to keep this sensitive account information secure, and shred upon completion.**

- 1** Open your new TVB account  
Visit any of our convenient locations, or [click here](#) to take advantage of our online account opening option!
- 2** Get Organized  
Use our hassle-free switch kit to organize the transactions that will need switched to your new TVB account.
- 3** Transfer your direct deposits  
Provide your employer with your new TVB account information, Make sure you change your account information anywhere else you receive direct deposits from also.
- 4** Move your automatic payments  
Utilize the list on the following page to know where you'll need to switch automatic payment information.
- 5** Say "goodbye" to your old account  
Notify your previous financial institution that you'd like to close your account, and let them know how to disburse any remaining funds. Make sure all checks and debits have cleared!

# Transaction Checklist

## Get Organized

- Helpful Tip: Gather your most recent statement or log in to your previous institution's online banking to see your list of account activity. You may want to go back a couple months to ensure nothing is missed! Remember any payments that come out automatically, including payments through your debit card.

## DIRECT DEPOSITS

Deposit Type	Company Name	Account Number	Amount	Date	✓
Employer Payroll					
Social Security					
Pension/Retirement					
Investment/Brokerage					

## AUTOMATIC PAYMENTS/TRANSFERS

Withdrawal Type	Company Name	Account Number	Amount	Date	✓
Home/Auto Insurance					
Life Insurance					
Gas/Electric					
Phone					
Water					
TV/Internet					
Mortgage					
Credit Card					
Investment/Brokerage					
Subscriptions (Netflix, Hulu, Etc.)					
P2P (Venmo, Zelle, Paypal)					

## FORMER ACCOUNT ACTIVITY TRACKING

You will want to keep track of the activity on your old account. Make sure all checks, deposits, autopays, and debit card transactions have cleared before closing the account.