

Print this form, fill out and bring it with you to any of our National Bank of Commerce branches. (See page 8 for locations.)

Let's make this official.

Welcome to the bank that you belong with.

Switching to a new bank can feel like a giant ordeal—all those accounts, payments, addresses. That's why National Bank of Commerce has a straightforward approach to switch:

Step 1

Open an NBC deposit account.

Visit any one of our six convenient locations and our personal bankers will gladly assist you. You can also email conciierge@nbcbanking.com or call: 218.740.2448.

Step 2

Discontinue use of your previous deposit account(s).

Ensure there is a large enough balance in your active account(s) to cover any outstanding checks, withdrawals, automatic deductions, etc. Allow time for outstanding checks to clear. Destroy your ATM and/or debit card, any unused checks and deposit tickets.

- Outstanding items may take up to two statement cycles to switch over, take that extra time into consideration when closing your account(s).

Step 3

Switch your direct deposit(s) to NBC.

Complete the Direct Deposit Form for each source of income (page 4)—make copies as needed.

- Direct deposits may take up to three deposit periods to switch over, so don't close your active account(s) too soon.

Step 4

Transfer any automatic payment(s) to NBC.

Complete the Automatic Payment Form for each recipient (page 6)—make copies as needed.

- Automatic payments may take up to two statement cycles to switch over, take that extra time into consideration when closing your account(s).

Step 5

Close your previous account(s).

Complete the Account Closing Request Form (page 7) and send it to the bank you are changing from.

Quick Reference Guide

It's not easy to say goodbye. Oh wait, maybe it is.

Once you have opened your NBC deposit account, the following worksheets will lead you through the simple step-by-step process to relocate your deposit account. Here is a Quick Reference Guide to get started. If you need assistance, contact: concierge@nbcbanking.com or call **218.740.2448**.

NBC Information

ABA Routing #:

091800028

Your NBC New Account(s) #:

Your NBC Personal Banker will provide

Checking

Your NBC Personal Banker will provide

Savings

Previous Bank Information

Bank Name:

ABA Routing #:

Former Account(s) #:

Checking (Review your statement for account number or review checking account # example below.)

Savings (Review your statement for account number.)

HELPFUL DEFINITIONS

Direct Deposit:

Recurring income that is automatically deposited into your account. Examples include paychecks, social security and disability payments.

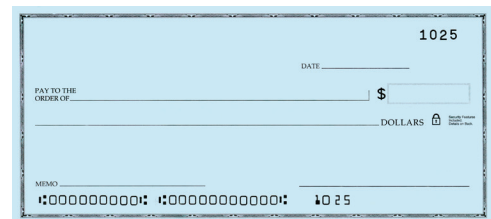
Automatic Payments:

Recurring payments that are automatically withdrawn from your account. Examples include electric, water and gas, and mortgage payments.

NBC iPay:

Another option for paying your bills, our free online bill pay program lets you control when bills are paid by transferring money when you need to. Learn more at nbcbanking.com/Personal/eServices.

Checking Account # Example:



ABA Routing #
(9 digits)

Bank Account #
(up to 17 digits)

Check #

Direct **Deposit** Instructions

Our goal is to make this switch seamless.

Using the space below, record any current recurring direct deposits you receive. If you're not sure, use your most recent bank statement as a guide.

Date	Company Name	Account #	Amount

Next:

1. Complete the Direct Deposit Form (page 4) for each employer and/or source of income.
 - Your employer/source of income may require a different form, so verify with them prior to filling out the Direct Deposit Form.
 - If applicable, transfer your social security income by calling the Social Security Administration at 1.800.772.1213 or visit their website at: www.socialsecurity.gov/deposit/howtosign.htm.
2. Attach a voided check, if available, from your new NBC deposit account.
3. Submit one Direct Deposit Form (page 4) to each employer/source of income.

Note: Remember to maintain the account at your previous bank until your direct deposits are posting to your new NBC account.

Direct Deposit Form (Make copies as needed.)

Complete this form and send to each company making a direct deposit into your account.
Attach a voided check, if available.

Company Information

Company Name

Address

City, State, Zip

Authorization

I have recently changed financial institutions.

I would like to begin receiving direct deposits.

Please route my direct deposit(s) into my NBC account. If you have any questions regarding this request, please contact me as soon as possible. My contact information is located below.

Sincerely,

Authorized Signature

Date

Customer Information

Name

SSN or Employee #

Address

City, State, Zip

 Day Evening

Phone

Email

NBC Information

Immediately begin making direct deposits to the following account:

National Bank of Commerce
PO Box 99
1127 Tower Avenue
Superior, WI 54880

Routing # 091800028

NBC Account # _____

Checking

Savings

Automatic **Payment** Instructions

Using the space below, record any current recurring automatic payments.
If you're not sure, use your most recent bank statement as a guide.

Date	Company Name	Account or Debit Card #	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Next:

1. Complete the Automatic Payment Form (page 6) for each payment recipient.
 - Each payment recipient may require the completion of a different form. They can guide you to which form to use and where you should send the Automatic Payment Form.
2. Attach a voided check, if available, from your new NBC account.
3. Submit one Automatic Payment Form (page 6) to each payment recipient.

Note: Remember to maintain the account and appropriate balance at your previous bank until your automatic payments are posting to your new NBC account.

NBC iPay
Another option for paying your bills, our free online bill pay program lets you control when bills are paid by transferring money when you need to. Learn more at nbcbanking.com/Personal/eServices.



Automatic Payment Form (Make copies as needed.)

Complete this form and send to each company taking an automatic payment from your account. Attach a voided check, if available.

Company Information

Company Name

Address

City, State, Zip

Authorization

Cancel my current automatic payment.

Start deducting my automatic payment(s) from my NBC account. (Information listed below.)

If you have any questions regarding this request, please contact me as soon as possible. My contact information is located below.

Sincerely,

Authorized Signature

Date

Customer Information

Name

Customer Account #

Address

City, State, Zip

 Day Evening

Phone

Email

NBC Information

Immediately begin taking automatic payments from the following account:

National Bank of Commerce
PO Box 99
1127 Tower Avenue
Superior, WI 54880

Routing # 091800028

NBC Account # _____

Checking

Savings

Account **Closing** Request Form (Make copies as needed.)

Complete this form and send it to your previous bank. Please note: your prior financial institution may require you to fill out a different form to complete this request.

Bank Information

Bank Name

Address

City, State, Zip

Authorization

This letter is to inform you that I am closing my account(s) at your bank. Please close the accounts listed here and send a check for the remaining balance to me at the address listed below:

National Bank of Commerce
PO Box 99
1127 Tower Avenue
Superior, WI 54880

Attn:

**Account(s) #
to close:**

If you have any questions regarding this request, please contact me as soon as possible. My contact information is located below.

Sincerely,

Authorized Signature

Date

Customer Information

Name

SSN

Address

City, State, Zip

Phone

Day Evening

Email

Locations

Conveniently located here, there & everywhere.

With offices and ATMs across the Twin Ports, we're always close by. And you can find us anywhere, anytime, at nbcbanking.com.

To make the switch, contact our Concierge at: Concierge@nbcbanking.com or call: 218.740.2448.
You can also stop by any branch and talk to one of our helpful bankers.

Minnesota

Duluth

1314 E. Superior Street
Duluth, MN 55805
218.730.0277

Hermantown

4105 Richard Avenue
Hermantown, MN 55811
218.727.7555

Wisconsin

Poplar

4994 S. Memorial Drive
PO Box 15
Poplar, WI 54864
715.364.2497

Solon Springs

9245 E. Main Street
PO Box 279
Solon Springs, WI 54873
715.378.2324

Superior-Main

1127 Tower Avenue
PO Box 99
Superior, WI 54880
715.394.5531

Superior-Midtown

2822 Tower Avenue
Superior, WI 54880
715.395.5555

Office Hours:

Monday through Friday 8:30 am - 5:00 pm

Drive thru:

Monday through Friday 7:30 am - 5:30 pm
Saturday 9:00 am - Noon

Extended hours (2822 Tower Avenue location only):

Drive thru: Monday through Friday 7:00 am to 6:00 pm

Extended hours (Hermantown location only):

Drive thru: Monday through Friday 7:30 am to 6:00 pm