EVB Switch Kit

Make the switch with ease.

Moving your checking or savings account to EVB is now easy with these handy tips and forms.

Here are the steps to take to close out an old checking account and move all your direct deposits and remaining balance over to your new EVB account.



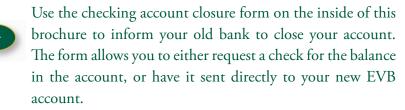
Open a new EVB checking or savings account. Change all direct deposits and automatic payments from the old account to your new EVB account. The forms provided will help. Simply print the form, fill in the information and bring it to your nearest EVB office.



Stop using the old account and let all of your outstanding checks clear the account.



Destroy any unused checks, ATM and debit cards, and deposit slips from the old account. We'll be happy to shred them for you at any EVB branch.



You can also use the Account Closure Form to close out an old savings account. In addition, we've included a Draft Authorization Form so you can set-up automatic payments of your regular bills.

Be sure to leave sufficient funds in your old account to cover any outstanding checks or automatic payments for at least 10 business days. EVB is not responsible for overdraft charges that result from maintaining insufficient funds.

If you need help, just stop by any of our branches or give us a call at 1-888-464-BANK (2265).







Send this form to the financial institution that has your old checking and/or savings accounts.

CHECKING & SAVINGS ACCOUNT CLOSURE FORM

□Please close my checking account at:		
Financial Institution		
Account Number		
Effective Date		
□Please close my savings account at:		
Financial Institution		
Account Number		
Effective Date		
I authorize the closing of my account(s) as noted above.		
Signature		
Date		
Name on the account		
Address		
City/State/Zip		
Social Security Number		
Telephone Number		
My instructions for the balance in the account(s) (select one):		
□ Mail the balance of my account(s) to my home address above.		
Send the balance of my account(s) to be deposited in		
my checking account at EVB.		
EVB checking		
account number		
□ Send the balance of my account(s) to be deposited		
in my savings account at EVB.		
EVB savings		
account number		
EVB routing number051404383		
EVER Aver Contract Section Decement		
EVB, Attn.: Customer Service Department		
P. O. Box 1005, Tappahannock, VA 22560 Telephone: 1-888-464-BANK (2265)		
Telephone: 1-000-404-DAINK (2203)		

Give this form to your employer if they are making direct deposits into your account of all or part of your salary.

PAYROLL DIRECT DEPOSIT CHANGE FORM

Date
Employee Company Name (the Depositor)
Mailing Address
City/State/Zip
To Whom It May Concern:
You are currently depositing \Box all or \Box a portion of my paycheck to the following checking account:
Current financial institution
Financial institution routing number
Account number
Please stop making deposits to the above account and
instead make the same deposits to the account below at EVB, P. O. Box 1005, Tappahannock, VA 22560.
EVB account number
EVB routing number051404383
Effective Date
Signature
Name on the account
Address
City/State/Zip
If you have questions about this request, please contact me:
Daytime phone
Evening phone

Give a copy of this form to any payee that you wish to authorize to draft payments directly from your checking account at EVB.

CHECKING ACCOUNT DRAFT AUTHORIZATION FORM

Date	
Company (P	ayee)
	ress
	ip
To Whom It	May Concern: You are authorized to withdraw from
my EVB che	cking account:
Amount	-
For (purpose	.)
My account	number with you
How often	
Beginning w	hen
My account	
EVB checkir	ng account number
EVB routing	number051404383
P. O. Box 10 Telephone: 1	Customer Service Department 05, Tappahannock, VA 22560 -888-464-BANK (2265)
IF CLOSING A	N ACCOUNT, FILL OUT THE FOLLOWING SECTION
I hereby inst	ruct you to stop making automatic withdraws from
the following	g checking account.
Financial ins	titution
Account nur	nber
Financial ins	titution routing number
Effective dat	e
Signature	
•	
	e account
Address	
	ip
	estions about this request, please contact me:
Daytime pho	• •
, ,	
Evening phor	ie