# Stock Yards Bank & Trust®

# *We're Here To Help You Make The Switch*

Use this simple checklist to help guide you.

## 1. Open Your New Stock Yards Bank Checking Account

**Stop by your nearest Stock Yards Bank branch or open your account online***

For both in-person and online account opening, you will need:

- U.S. Social Security Number
- A valid form of identification including: Driver's License, State ID, Military ID or Passport
- Previous home address (if you have lived at your current home address less than two years)

### *In-Person*

- Go to your preferred branch location with the information and documents listed above.
- A Service Associate will help you open the checking account of your choosing, as well as assist you with enrolling in Online Banking and eStatements.

**Account opening subject to approval. Terms and conditions subject to change. Restrictions may apply. Additional identification or information may be required based on your specific circumstance. Speak to a banker for details.*

### *Online*

- Click here to view our checking account options and select the one that suits your needs.
- Follow the prompts and view important documents to complete your account application.
- Fund your new account using a credit card, debit card, checking account, or savings account held by a U.S. financial institution.

***Once your account is set up, visit our Convenience Services page to see how Stock Yards Bank & Trust makes banking easier.***

## 2. Stop Using Your Old Account

- Let all of your outstanding checks and transactions clear.
- Destroy or bring in your unused checks, deposit slips and debit cards.

## 3. Set Up Direct Deposit

- Fill out the attached ***Payroll Deposit Form*** and submit it to your employer's payroll or HR department.
- Stock Yards Bank's routing number is #083000564

## 4. Change Any Automatic Withdrawals

- Use our ***Debit Change Form*** to help you organize your account and payment details. Send the form to your vendor to switch your payment method.
- Include a voided check from your new Stock Yards Bank checking account.
- Log on to your Stock Yards Bank Online Banking to set up any recurring payments like mortgage, rent, insurance, and utility bills using our convenient bill pay service.
- Helpful hint: You can locate your account number on your vendor's billing statement.
- Keep an eye on your new account to ensure all transactions are processing correctly.

## 5. Close Your Old Account

After making sure all your automatic transactions have switched, use our ***Close Account Request Form*** to notify your old financial institution.

***If you need additional assistance, set up a meeting with a Branch Manager at your closest branch.***

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# *Debit Change Form*

## Automatic Account Debit Change Authorization Form

Name of Service Provider _____

Customer Name _____

Customer Phone Number _____

Address _____

City / State / Zip _____

Account / Customer # _____

I hereby authorize my automatic withdrawal in the amount of $ _____ to be changed from my current checking account to my new Stock Yards Bank account(s) as listed below:

Checking Account # _____

ABA Routing # 083000564

*(9 digit number in the lower left corner of your checks.)*

Effective Date _____

Amount to be withdrawn $ _____

Date of withdrawal: _____

Signature: _____

Date: _____

*(Please attach a voided check to this form. Do not attach a deposit slip.)*

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# *Payroll Deposit Form*

## Payroll Deposit Change Form

*To be given to your employer's Human Resources or Payroll department*

Name _____

Address _____

City / State / Zip _____

Employee # (if applicable) _____

Checking Account # _____
Amount / Percent to be deposited $ _____

Savings Account # _____
Amount / Percent to be deposited $ _____

Effective Date: _____

ABA Routing # 083000564
*(9 digit number in the lower left corner of your checks.)*

Signature: _____

Date: _____

*(Please attach a voided check to this form. Do not attach a deposit slip.)*

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# *Close Account Request*

Client Name _____

Address _____

City / State / Zip _____

***I hereby request that the following deposit account(s) with you be closed:***

Type: ☐ Checking ☐ Savings ☐ Money Market ☐ CD Maturity Date
Account Number: _____
Other: _____

Type: ☐ Checking ☐ Savings ☐ Money Market ☐ CD Maturity Date
Account Number: _____
Other: _____

Type: ☐ Checking ☐ Savings ☐ Money Market ☐ CD Maturity Date
Account Number: _____
Other: _____

Please forward all remaining funds to me by check at the address shown above.

Signature: _____

Date: _____

*If there will be penalty or fee, please contact me before processing my closeout request, by phone at:* _____