



NATIONAL BANK OF ARIZONA®



BUSINESS BANKING

# SWITCH KIT

*Welcome to National Bank of Arizona*



Ready to make the switch to National Bank of Arizona? We know the process of switching banks isn't always easy, which is why we put together this handy switch kit to make the process as smooth and seamless as possible.

If you have any questions along the way, please don't hesitate to reach out to us — we're here to help.





## SWITCHING IN 5 SIMPLE STEPS

### STEP 1: Open your new National Bank of Arizona business account

Visit [nbarizona.com/business/checking](https://nbarizona.com/business/checking) to review the business checking<sup>1</sup> account options available.

Once you've decided which account is right for your business, please gather your organization's documents for your appointment with a banker.

In addition, we will need to collect identification and other information from all of the business owners and potential new account signers.

When you're ready, visit any National Bank of Arizona branch to open your new account. To find the branch closest to you, visit [nbarizona.com/locations](https://nbarizona.com/locations).

### STEP 2: Enroll in Digital Banking

- Speak with your banker about enrolling in Digital Banking<sup>2</sup> for 24-hour access to your money using your computer or mobile device. Additionally, enroll in paperless eStatements.

### STEP 3: Update your payroll process

- Provide your payroll processor with your new National Bank of Arizona account and routing number: **122105320**.

If needed, your banker will be happy to assist you with this.

### STEP 4: Transfer your automatic and online payments

- Provide any vendors, utility companies, property management companies or insurance companies with your new National Bank of Arizona account and routing number.
- Be sure to check with each company to make sure they do not have any additional requirements for changing automatic payments.

### STEP 5: Close your old account(s)

Once you have completed all the steps above, you can close your previous account(s).

- Balance your old account(s) and let outstanding items clear. Allow up to 10 business days for all outstanding items to clear, including checks, debits and online payments.
- Reach out to your previous bank to close your old account(s). Be sure to instruct them on how and where to send a check for any remaining balances.
- Securely dispose of or destroy any checks, debit cards or credit cards related to your old account(s).

*Please see reverse for important disclosure information.*





## EXPLORE ADDITIONAL BANKING SOLUTIONS

We offer a wide variety of banking solutions that can be tailored to the unique needs of your business. Whether you're a small mom-and-pop shop or a large corporation with multiple locations, we welcome the opportunity to discuss any additional banking needs you may have, including:

- Digital Banking<sup>2</sup>
- Treasury Management
- Credit Cards<sup>3</sup>
- ACH and Wire Payments
- Nonprofit Banking
- Loans, Leases and Lines of Credit<sup>4</sup>
- Merchant Services<sup>5</sup>
- Family Business Services
- Real Estate Financing<sup>4</sup>

*Thank you for choosing National Bank of Arizona for your business banking needs. Please note that the bank requires the following documentation to establish a new account:*

### CORPORATION OR LLC

- Articles of organization and verification of officers filed with the state
- Business License or State Trade Name Certificate
- If your business is a disregarded entity, please provide a W9 for the parent entity
- Identification, phone number and tax ID for all account owners and signers

### PARTNERSHIP

- Signed partnership agreement
- Identification, phone number and tax ID for all account owners and signers

### SOLE PROPRIETORSHIP

- Business License or State Trade Name Certificate, unless using the full first and last name of the sole owner
- If your business is owned or managed by a Trust, the bank requires the certification of trust or the portion of the trust documenting trustees
- Identification, phone number and tax ID for all account owners and signers

## QUESTIONS?

If you have additional questions please contact our customer care center at **800.497.8168** (Monday - Saturday, 6 AM to 9 PM MST), or visit your local National Bank of Arizona branch.

1) Please refer to the Deposit Account Agreement, Account Disclosure, Deposit Rate Sheet and the applicable schedule of fees, or speak with a banker for more details. 2) Mobile Banking requires download of the smartphone version of the National Bank of Arizona app from the Apple® App Store or Google Play®. Message and data rates from your wireless provider may apply. Requires enrollment in Online Banking. Please refer to the applicable Rate and Fee Schedule (Schedule of Fees or Service Charge Information). Subject to terms and conditions of the Digital Banking Service Agreement. Trademarks used are the property of their registered owner and National Bank of Arizona is neither affiliated with nor endorses these companies or their products/services. 3) Credit Cards are subject to credit approval. Certain terms, conditions and restrictions apply. 4) Loans subject to credit approval. Terms and conditions apply. See banker for details. 5) All trademarks, service marks and trade names referenced in this material are the property of their respective owners. Merchant Services products and services are provided by Clover affiliate First Data Merchant Services LLC and not by National Bank of Arizona, a division of Zions Bancorporation, N.A. Member FDIC.