

## Commerce Bank Quick Start Checklist

Complete your move to Commerce Bank in just a few easy steps!

### Step 1: Stop using your former checking account

- Be sure to leave sufficient funds in your former account to cover all outstanding checks and automatic payments.
- Destroy your old checks and any debit or credit cards associated with that account.

### Step 2: Change your direct deposits

- Complete the *Automatic Transaction Inventory* for all of your direct deposits.
- Transfer direct deposits to your new checking account.
  - You may use our *Direct Deposit Authorization* form — take to your employer directly.
  - If you receive Social Security payments, call 1-800-772-1213 to make the switch.
  - Your account number and routing number are shown below.

Your Routing Number is:

Your Account Number is:

To be completed by your Financial Services Representative

### Step 3: Change your automatic payments

- Complete the *Automatic Transaction Inventory* for all of your automatic payments.
- Transfer any automatic payments to your new checking account.
  - You may use our *Request to Transfer Automatic Payment* form — follow up with each biller using the 800 number on your bill two weeks after sending the form.
  - Your account number and routing number are shown above.

### Step 4 (optional): Sign up for Online Banking and Online Bill Pay at [www.commercebank.com](http://www.commercebank.com)

Your Enrollment Code is:

To be completed by your Financial Services Representative

### Step 5: Close your former account

- Allow all outstanding checks and automatic payments to clear and balance your former account.
- Transfer remaining funds out of your account and close the account.
  - You may use our *Account Closing Request* form or contact your former bank directly.