

Helpful steps to follow when transferring your account to National Bank



1. Once your new business account is open at National Bank, make the first deposit.



2. Using our [Pre-authorized Payment and Direct Deposit List](#) (see page 2), identify the service providers for which you have set up these services.



3. Send a notice to inform them that you have changed financial institutions using our [letter template](#) (see page 3).



4. Make sure sufficient funds remain in your old account to cover all cheques and pre-authorized payments issued.



5. Add the account at your former financial institution to your Internet Banking Solutions so you can easily transfer funds to cover any unexpected expenses.



6. Make a list of all cheques issued over a month ago and not cashed; contact the payees.

1 month after the change

Destroy all cheques and your client card from your former institution.

6 months after the change

Make sure that all pre-authorized payments and direct deposits are now made in your National Bank account and that all cheques drawn on your old account have been cashed. You can then send a written notice to your former financial institution to close the account.

Pre-authorized Payment and Direct Deposit List

Type	Service provider	Account No.	Amount if necessary	Date if necessary	Completed
Revenu Québec					<input type="checkbox"/>
Revenue Canada					<input type="checkbox"/>
Rent					<input type="checkbox"/>
Vehicle lease					<input type="checkbox"/>
Electrical utility					<input type="checkbox"/>
Natural gas utility/fuel oil supplier					<input type="checkbox"/>
Telecommunications provider – Home telephone					<input type="checkbox"/>
Telecommunications provider – Internet access					<input type="checkbox"/>
Telecommunications provider – Cell phone					<input type="checkbox"/>
Credit card					<input type="checkbox"/>
Car insurance					<input type="checkbox"/>
Life insurance					<input type="checkbox"/>
Home insurance					<input type="checkbox"/>
Payroll company					<input type="checkbox"/>
Accountant					<input type="checkbox"/>
Lawyer					<input type="checkbox"/>
Bookkeeper					<input type="checkbox"/>
Contributions					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Request to update banking information

Date: _____
YYYY-MM-DD

Name of recipient: _____

Contact person: _____

Address of recipient: _____
No. Street

City, Province Postal Code

Re: Notice of Change for Pre-authorized Payment and Direct Deposit

Dear Madam or Sir,

To simplify our interactions with your business, we are currently using:

Pre-authorized payment (specimen cheque attached)

Direct deposit

From now on, please use the following account number to withdraw and/or deposit the amounts in question. Please take note of this change and make the necessary adjustments as quickly as possible.

Feel free to contact us for more information.

Date: _____
YYYY-MM-DD

Name of company

Signature

Reference, policy or account No.: _____

Address of **National Bank** branch where my account is held:

No. Street

City, Province Postal Code

Bank account No. _____ -006 _____
Transit Account number

Effective date of change: _____
YYYY-MM-DD

