



Make the switch to your new checking account

Use the list below to organize and track both money going into and out of your new State Bank of Bottineau checking account.

You'll need your account information to start making the switch:

- Bank routing transit number (RTN):** This is the nine-digit number on the bottom left-hand corner of your checks, to the left of your account number.
- Account number:** This 8 digit number is unique to your account. You will need it to set up direct deposit.

Let's get you switched over to a State Bank of Bottineau checking account in three easy steps.

1. Get your direct deposits and other automatic deposits switched over

Contact your employer or payer to switch direct deposits to your new account. Some companies require a voided check, others just need your account and routing number. Don't forget to switch other automatic deposits such as automatic transfers from other accounts or employer expense reimbursements.

Direct Deposit #1	
Direct Deposit #2	
Direct Deposit #3	
Other Direct Deposit	

2. Transfer any recurring payments from your account

Transfer payments that are automatically deducted from your account by contacting your service providers to give them your new account number or debit card number. Use the list below to keep track of the next scheduled payment date and when you have finished setting up the new payment.

For bills that are not deducted from your account on a recurring basis, pay your bills online with State Bank of Bottineau Bill Pay which is available in Internet Banking.

Payment	Due Date	Notes	Payment	Due Date	Notes
Gas			Internet		
Garbage			Cable		
Credit Card			Phone		
Electric			Insurance		
Cell Phone			Mortgage/Rent		
Auto Loan			Other		
Water			Other		

3. Close your old account if you won't be using it going forward

Make sure all the checks you have written have cleared, close your old account and have the remaining balance sent to you or transferred to your new State Bank of Bottineau account. Fees may apply for incoming transfers.

Check #	Payee	\$ Amount	Date Cleared

For questions about making the switch to a State Bank of Bottineau checking account call us at 701-228-2204 M-F between the hours of 800A and 430P.