

# BANK ACCOUNT TRANSITION CHECKLIST

## New Account

- 1.** NDBT Business Checking account established and initial deposit conducted
- 2.** Checks ordered from bank provided vendor
- 3.** Deposit tickets and/or endorsement stamp ordered from bank provided vendor
- 4.** Business credit/debit cards activated

## Recurring Deposit Partners

List Companies to follow-up with below

- Merchant Services (Debit/Credit Card Processor)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Close Old Account

- 1.** Checks destroyed – (NDBT can provide secure destruction at each location)
- 2.** Final balance determined
- 3.** All outstanding checks cleared
- 4.** Close account

## Account Access

- 1.** Enroll in online banking the following day the new account was established
- 2.** Add additional online banking users
- 3.** Enroll in electronic statement delivery
- 4.** Enroll in mobile banking by downloading the app
- 5.** Set-up business credit card portal

## Recurring Debit Companies

List Companies

- Payroll Company
- EFTPS – Internal Revenue Service
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Be Smarter in Business and Life

- 1.** Deposit made regularly to new account
- 2.** Checks written from new account
- 3.** Account(s) reconcile daily
- 4.** Explore recommended bank services to improve processing

• All new accounts and services must be approval by North Dallas Bank & Trust Co. and are governed by our terms and conditions. • A fee schedule applies to all services offered by North Dallas Bank & Trust Co. • Mobile banking apps are supported on select mobile devices only and are subject to your provider agreement which may include additional charges for operating your device. • Extensions of credit, such as credit cards, require credit approval. • North Dallas Bank & Trust Co. is not responsible for any fees related to closing or services held at other financial institutions. • Consult your banker for full details.



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