

Step 5 (continued): List your automatic draft companies:

House payment: _____

Car payment: _____

Car payment: _____

Insurance: _____

Insurance: _____

Credit Card: _____

Phone bill: _____

Electricity: _____

Water: _____

Gas: _____

Internet: _____

TV: _____

Other: _____

Other: _____

Other: _____

Other: _____



Step 6: Close your old account

Have all of your outstanding checks cleared your old account?
____Yes ____No

Have all of your automatic deposits been updated to go to your new account?
____Yes ____No

Have all of your automatic drafts been updated to come out of your new account?
____Yes ____No

Have you answered "Yes" to all of the questions above?
____Yes. Yay! You are ready to close your old account!
____No. Let's wait to close your old account until you are able to answer "yes" to all the questions above.

When you are ready, contact your old bank & ask to have your money moved to your new account or go in to your old bank & request to close the old account & get a cashier's check to deposit to the new account.



*Welcome to
better banking!*

**Your guide to moving to
Basile State Bank**





*We're so happy
you're here!*

Step 1: Opening your new account

Our new account representatives will help you select the account that best fits your needs.

Once the account is open, you'll need this information:

Basile State Bank

routing number: 065204964

Your new account number:



Step 2: Get online banking

We can set up online banking for you at account opening.

Online banking can be accessed through a browser at www.basilebank.com or download the app:



Step 3: Move your direct deposit

Contact your employer & let them know your new routing & account numbers.

You may also need to provide them with a voided check. Our new accounts representative will provide you with temporary checks upon request.

Sometimes employers need additional information from us. We can help! Feel free to call us at 337-432-6646.

Step 4: Stop using your old account

Leave enough money in your account at your old bank for any outstanding checks or automatic withdrawals to clear.

Step 5: Move your automatic drafts

Look at your old account history for the last few months. Make a list on the next page of all of the automatic drafts that need to be updated to come out of your new Basile State Bank account.

You can give them your new routing & account numbers by either calling them or going to their website to make changes.

Make note of when your draft will start coming out of your new account. Sometimes it takes billers up to 30 days to make the change.

KEEP GOING