



UBS New Account Worksheet

The objective of this worksheet is to help you collect all the information you need before you start to make the switch to UBS. Keep track of what's completed and what has not been completed below.

Your new UBS Resource Management Account (RMA) or UBS Business Services Account BSA information:

Account number _____

Bank routing number _____ (found on bottom of your checks)

Credit card number _____

Debit card number _____

Switch recurring automatic deposits to your new UBS account

Notify all parties that send you automatic deposits of your new UBS account. You will need your UBS account number and routing number to do this. Some companies may also require a voided check. In addition, ensure you make a list and notify any party that sends automatic recurring deposits/transfers.

Type of payment	Company/Payer	Date notified	Date of first payment to your new RMA Account
Direct deposit #1			
Direct deposit #2			
Automatic deposit #1			
Automatic deposit #2			
Automatic debit #1			
Automatic debit #2			
Automatic debit #3			
Automatic debit #4			
Automatic debit #5			
Automatic debit #6			
Automatic debit #7			
Automatic debit #8			
Automatic debit #9			
Automatic debit #10			

