

# THANK YOU FOR CHOOSING FIRST TEXOMA NATIONAL BANK!

Welcome to First Texoma National Bank

Switching your checking account to First Texoma National Bank is easy, and this switch kit will help you make the transition effortless as possible.

Our bankers are here to work with you to get to know your special needs and help to identify the banking tool and services that will make your life easier.

Deposit a check from your smartphone, stop by a banking center to talk with a team members, send a text to see your balance and so much more – when you bank with First Texoma National Bank, there is always a convenient way to access your money.

*Follow these easy steps:*

1. **Open a First Texoma National Bank Checking Account.** Complete the attached customer information sheet. Our Personal Bankers will assist you in finding the account that fits you best.
2. **Stop using your previous checking account.** Let all outstanding checks clear and leave enough to cover any automatic payments that may still clear. Shred or bring in any unused checks and deposit slips. Cut up any ATM/Debit cards associated with this account.
3. **Move your direct deposits to First Texoma National Bank.** Use the Direct Deposit Request to send or give to any depositor that may deposit funds into your account.
4. **Transfer any Automatic Payments to First Texoma National Bank.** Use the Automatic Payment Request to help you transfer all automatic payments to your new account.
5. **Close your previous checking.** Once your checks have cleared and your automatic payments have been changed to your First Texoma National Bank account, use the Account Closing Request form to close your previous checking account or call and ask for specific instructions from your previous bank as to closing requirements.
6. **Activate the free features of your account.**

Now that your account is all set up don't forget to activate all of the features of your checking account. Enroll in Online Banking and download our Mobile App.

## Direct Deposit Request Instructions:

Check your previous bank statements to identify any direct deposits. Examples of direct deposits are: paycheck from your employer, Social Security, VA compensation, dividends, pension plan, etc.

### Before you send the Direct Deposit Request:

- Check with your employer to make sure no other forms need to be completed.
- An Account Executive can assist with switching your Social Security, VA, Supplemental Security Income, Civil Service Annuity, and Railroad Annuity direct deposit.
- Use the included form to direct your employer/source of income to change the direct deposit to your new account.
- Keep your previous account open until all direct deposits have been changed to your First Texoma National Bank account.

### After sending the Direct Deposit Request:

- Confirm with your employer/source of income that forms were received.
- Monitor your account through your online bank account at [www.ftnb.net](http://www.ftnb.net).
- Once confirmed they have been switched, it is safe to close previous account.

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## Automatic Payment Request Instructions:

Check your account bank statements to identify any automatic payments or debits. Examples of these are: insurance payments, utility, cable, or cell phone bills.

### Before sending the automatic payment request:

- Make sure that you have identified all of your automatic payments.
- Use the form to request that your automatic payment be changed over to your new account number. The company may request that you complete a form of their own.
- Keep your previous account open until all automatic payments have been changed to your First Texoma National Bank account.

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## Account Closing Request Instructions:

### Before sending the Account Closing Request:

- Check with your previous bank to make sure that there are no additional forms or information needed.
- Inquire about possible penalties with respect to early withdrawal before you close your account. If you have CDs, it is important to check the maturity dates before closing this type of account.
- Make sure that all automatic payments and direct deposits have been switched to your account at First Texoma National Bank.

### After you've sent the Account Closing Request

- Check account statements to verify that all accounts have a zero balance and have been closed.

# SWITCH KIT

(Closing account and transferring to new account within FTNB)

## Direct Deposit Request Instructions:

Check your previous bank statements to identify any direct deposits. Examples of direct deposits are: paycheck from your employer, Social Security, VA compensation, dividends, pension plan, etc.

Before you send the Direct Deposit Request:

- Check with your employer to make sure no other forms need to be completed.
- An Account Executive can assist with switching your Social Security, VA, Supplemental Security Income, Civil Service Annuity, and Railroad Annuity direct deposit.
- Use the form to direct your employer/source of income to make the direct deposit to your new account.

After sending the Direct Deposit Request:

- Confirm with your employer/source of income that forms were received.
  - Monitor your account through your online bank account at [www.ftnb.net](http://www.ftnb.net).
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## Automatic Payment Request Instructions:

Check your closed account bank statements to identify any automatic payments or debits. Examples of these are: insurance payments, utility, cable, or cell phone bills.

Before sending the automatic payment request:

- Make sure that you have identified all of your automatic payments.
- Use the form to request that your automatic payment be changed over to your new account number. The company may request that you complete a form of their own.

# DIRECT DEPOSIT REQUEST

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

**RE: Switching Direct Deposit to New Account**

**Attn:**

I would like to update my account information in regard to my direct deposit. Please discontinue my current deposit information and begin making my direct deposit(s) to my new account at First Texoma National Bank.

If you have any questions in this regard, please contact me by mail or call me at the phone number listed below. Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature Date

DIRECT DEPOSIT INFORMATION		
Name:		S.S. #
Address:		
City	State	Zip
Phone#	Daytime:	Evening:
New Bank Name: <b>First Texoma National Bank</b>		Routing #: <b>103100878</b>
New Account Number:		Amount Deposited:
Old Bank Name:	Old Routing #:	Old Account Number:

# Automatic Payment Request

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Company Name

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Address

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City, State, Zip

**RE: Changing my automatic payment**

**Attn: Accounts Receivable/Accounting**

I would like to update my account information in regard to my automatic payment with your company. Please discontinue my previous bank information and begin making my automatic withdrawal(s) from my new account at First Texoma National Bank.

If you have any question in this regard, please contact me by mail or call me at the phone number listed below. Thank you for your prompt attention to this matter.

Sincerely,

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Authorized Signature

Date

AUTOMATIC PAYMENT INFORMATION		
Name:		
Address:		
City	State	Zip
Phone#	Daytime:	Evening:
<b>New Bank Name: First Texoma National Bank</b>		
<b>Routing #: 103100878</b>		
<b>New Account Number:</b>		
<b>Date of Payment:</b>		
Reason of Payment:		
Amount of Withdrawal:		
Old Bank Name:	Old Routing #:	Old Account Number:

# ACCOUNT CLOSING REQUEST

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Bank Name

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Address

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City, State, Zip

**RE: Closing My Accounts**

**Attn: Account Maintenance/Bookkeeping**

This letter is to inform you that I am closing my account(s) at your bank. Please close the account(s) listed below and send a check for the remaining balance(s) to my address.

If you have any questions in this regard, please contact me by mail or call me at the phone number listed below. Thank you for your prompt attention to this matter.

Sincerely,

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Authorized Signature

Date

ACCOUNT INFORMATION		
Name:		
Address:		
City	State	Zip
Phone#	Daytime:	Evening:
Account #1: Type of Account:		
Account #2: Type of Account:		
Account #3: Type of Account:		
Account #4: Type of Account:		
Account #5: Type of Account:		
Account #6: Type of Account:		