



First Texoma National Bank

The neighborhood bank you can count on.

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 tools and services that will make your life easier.

Deposit a check from your smartphone, stop by one of our locations to talk with a team member, 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 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.
 - Once confirmed they have been switched, it is safe to close the previous account.
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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, utilities, cable, cell phone bills, etc.

Before sending the automatic payment request:

- Make sure that you have identified all 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.

DIRECT DEPOSIT REQUEST

Company Name:

Company Address:

City, State, Zip:

To Whom It May Concern,

I have recently switched financial institutions. Please stop making deposits into my old account and begin making them to my new First Texoma National Bank account indicated below.

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:
Primary Phone #:	Secondary Phone#:	
New Bank Name: First Texoma National Bank		
Routing #: 103100878		
New Account Number:		Amount Deposited:
Old Bank Name:	Old Routing #:	Old Account Number:

Automatic Payment Request

Company Name:

Company Address:

City, State, Zip:

To Whom It May Concern,

I have recently switched financial institutions. Please redirect my automatic payments from my old account and begin withdrawing from my new First Texoma National Bank account indicated below.

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

AUTOMATIC PAYMENT INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Primary Phone #:	Secondary Phone #:	
New Bank Name: First Texoma National Bank		
New Account Number:		Routing #: 103100878
Reason of Payment:		Date of Payment:
		Amount of Withdrawal:
Old Bank Name:	Old Routing #:	Old Account Number:

ACCOUNT CLOSING REQUEST

Bank Name

Bank Address

City, State, Zip

To Whom It May Concern,

Please accept this letter as authorization and close my account(s) listed below with your institution. Please issue a cashier's check in my name 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,

Authorized Signature

Date

ACCOUNT INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Primary Phone #:	Secondary Phone #:	
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:		