

Business Account Switch Kit

Welcome to Texan Bank! We have developed a 5-Step Switch Kit which will help you to seamlessly move from your current bank to Texan Bank. The step-by-step checklist will help simplify your transition while ensuring all of the necessary changes have been made.

In order to change your accounts to Texan Bank, follow these 5 easy steps:

- 1) Open your new Texan Bank account at one of our convenient locations.**
Learn more about our account options by visiting our website at www.texanbank.com or stop by one of our locations and a Personal Banker will assist you in determining the best account(s) and product(s) for you.
If checks will be needed, provide a voided check from your current bank as well as contact within your organization.
We will ensure that you receive a comparable check style on your new business account(s).
- 2) Discontinue using your current account(s).**
In order to close your account(s), you will need to discontinue writing checks, initiating payments, and using your ATM/Debit Card. Once all items have cleared, you will be able to proceed with closing your account(s).
- 3) Change your checking account information with your current payroll vendor.**
If you are using an external payroll vendor, you will need to notify them of the updated account information in which to debit all future payrolls. Complete a Payroll Funding Change Form and submit to your vendor to expedite the change.
- 4) Notify merchants/vendors currently deducting automatic payments or ACH credits/debits of your new Texan Bank account(s) information.**
All merchants/vendors including insurance, merchant services, etc. will need to be advised of change.

The following items may be needed:
- A current billing statement (which may be needed to obtain your account number and company information for the change)
 - Your new Texan Bank account information including the routing number
 - Complete the Authorization to Change Automatic Payments Form (this will be used for automatic payments/ACH's currently being debited from your account(s))
 - Complete the Incoming Deposit Authorization Form (this will be used for ACH deposits currently being made to your account)
 - Current bank account statement (review statement for automatic payments or ACH credits/debits)
 - Complete the Automatic Payments Transfer Checklist (this will be used to collect the automatic payments or ACH credits/debits from your current bank account statement). The checklist can then be used to ensure that all automatic payments or ACH credits/debits are accounted for and changed.
- 5) Close the account(s) at your previous bank.**
Once your last check, automatic deposits/withdrawals, and automatic payments have cleared, you are ready to close your account(s) at your former bank. To instruct the bank to close your account, you will need:
- Your previous bank account and routing number
 - Your previous bank's address and phone number
 - Complete an Account Closing Request Form

It's that EASY. A Texan Bank Personal Banker can assist you through each step of the process!



Payroll Funding Change Form

To: _____
(Payroll Processor Company)

Address City State Zip

I (we) authorize you to change my payroll funding account to my Texan Bank account according to the instructions below: *If this form is not sufficient to make these changes, please contact me immediately.*

My Company Information:

Effective Date

Company Name

Contact Name

Company Address

City State Zip

Daytime Phone Number

Bank Account Information:

Please change my payroll funding acct to:

Account Type: Checking Savings Money Market

Texan Bank Account Number

113194162
Texan Bank Routing Number

I authorize _____ (my payroll processor) to debit my Texan Bank account indicated above for payroll purposes, and to make adjustments (if necessary) for any debit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature (required)

Printed Name and Title

Date



Authorization to Change Automatic Payments

To Whom It May Concern:

I am writing to request and authorize you to change the account from which you debit automatic payments. Please find the information below necessary to fulfill this request.

This is in reference to the account my business holds with your company. If this form is not sufficient, please contact me immediately.

Company Name: _____

Address	City	State	Zip
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Account Number with Your Company: _____

Company Name: _____

Contact Name: _____

Company Address: _____

Contact Number: _____

I hereby authorize any future payments to be electronically debited from my new Texan Bank account. This authorization shall remain in effect until I have given written notice to terminate this service.

Account Type: Checking Savings Money Market

Texan Bank ABA/Routing Number: 113194162 _____

Texan Bank Account Number: _____

OR

Card Type: Debit Card Credit Card

Card Number: _____ Expiration Date: _____

Thank you for your prompt attention to this matter. Please contact me at the above number if you have any questions.

Signature (required) Title Date Telephone Number



Incoming Deposit Authorization Form

To: _____
(Company Name)

Address

City

State

Zip

I (we) authorize you to initiate credit entries to my Texan Bank Checking and/or Savings account(s) indicated below and to credit such amount. I (we) acknowledge that the origination of the ACH transaction to the account(s) must comply with the provisions of U.S. Law.

My Company Information:

Change my existing incoming Deposit (ACH)

Effective Date: _____

Company Name: _____

Contact Name: _____

Company Address: _____

Contact Phone Number: _____

Bank Account Information:

Account Type: Checking Savings Money Market

Texan Bank Account Number: _____

Texan Bank Routing Number: 113194162

If monies to which I am not entitled are deposited to my account, I authorize the Company (issuer) to direct the financial institution to return said funds and I authorize the financial institution to act on the Company's direction and to return said funds. This authority will remain in effect until Employer/Company has received written notification from me of its termination in such time and in such manner as to afford Company and financial institution a reasonable opportunity to act on it.

Signature (required)

Print Name and Title

Date

Automatic Payments Transfer Checklist

This list will help you keep track of automatic payments you have set up with Bill Payment or have authorized third parties to make from your Texan Bank account.

Reminder: Any payments entered into Bill Pay/Checkfree must be set up at least 5 days prior to the payment due date.

	Payment Account Name	Payee Account Number	Payment Withdrawal/ Send Date	# of Days to Process	Date Payee will Receive Payment	Payment Amount
EXAMPLE ↳	VISA Credit Card	1234-5678-9123-4567	April 1st	3	April 4 th	\$50.00

Please allow for a delay of 4 additional business days for the First payment to a new payee. If you have any questions in regards to Bill Payment/CheckFree contact Customer Service at 800-877-8021 or Texan Bank branch at 281-276-1800.

Account Closure Form

Bank Name: _____

Bank Address: _____

Please close the following account(s) listed below effective immediately. Please forward any remaining balances in my account(s) by check to the address listed below.

Checking Account Number: _____

Primary Name on Account: _____

Secondary Name on Account: _____

Money Market Account Number: _____

Primary Name on Account: _____

Secondary Name on Account: _____

Savings Account Number: _____

Primary Name on Account: _____

Secondary Name on Account: _____

Other Account Number: _____

Primary Name on Account: _____

Secondary Name on Account: _____

Forward closing balance(s) to:

Street Address

City, State, Zip

Telephone Number

Thank you for your prompt attention to this matter. Please contact me at the above number if you have any questions.

Signature (required) Date

Treasury Management Activation Request

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Best Time to call: _____

Signature: _____

Please check the box for each service being requested:

- ACH Services
- Commercial Check Imaging Archive
- Online Banking
 - ACH
 - Funds Transfer
- Merchant Services
- Positive Pay
- Remote Deposit Capture
- Funds Transfer
- Wholesale Lock Box
- Other Banking Services

Our bankers are ready to assist you. At your convenience, please contact or visit one of our convenient locations.

Reconciliation Worksheet

Before you close your old account, you need to make certain that all checks have paid, and that all your automatic direct deposit and payments are being received in your new Texan Bank account(s). You can reconcile your old account below to verify that all entries you requested have cleared.

Checks Outstanding
(Written but not showing on statement)

Check #	Amount
TOTAL	

Reconciled as of _____, 20 ____

ENTER Statement Balances \$ _____

ADD Deposits Made + _____

After Statement Date + _____

 + _____

TOTAL \$ _____

SUBTRACT - \$ _____

Totals of Checks Outstanding

BANK BALANCE \$ _____

Should agree with your checkbook balance after deducting charges and adding credits listed on statement but not shown in checkbook.