

## Personal 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 your account options by visiting our website at [www.texanbank.com](http://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 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) Establish or switch your Direct Deposit (s) to your new Texan Bank account.**  
Notify your current employer, or other sources that directly deposit funds into your old account, that you are switching your accounts to Texan Bank. To set up direct deposit, you will need:
- Your new Texan Bank account information including the routing number
  - The Direct Deposit Change Request Form
  - Your employer or institution's address and phone number
  - A voided check from your new Texan Bank account
- 4) Notify merchants/vendors currently deducting automatic payments or ACH credits/debits of your new Texan Bank account(s) information.**  
All merchants/vendors that are set-up for automatic payments such as recurring loan payments, internet service providers, health club memberships, etc. will need to be advised of the 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)
  - 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 at your previous bank.**  
Once your last check, automatic deposit/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!

## Direct Deposit Change Form

To: \_\_\_\_\_  
 (Company Name/Employer)

Address: \_\_\_\_\_  
 Employer Address City State Zip

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

**NOTE: Funds can be deposited into one account or split between accounts as set percent or dollar amount.**

Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Account Number	_____	
Account Routing	_____	
Deposit Amount	_____ %	OR \$ _____ (Flat Amount) OR <input type="checkbox"/> Remaining

Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Account Number	_____	
Account Routing	_____	
Deposit Amount	_____ %	OR \$ _____ (Flat Amount) OR <input type="checkbox"/> Remaining

Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Account Number	_____	
Account Routing	_____	
Deposit Amount	_____ %	OR \$ _____ (Flat Amount) OR <input type="checkbox"/> Remaining

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.

_____	_____	_____	_____
First Name	Middle Name	Last Name	
_____	_____	_____	_____
Address	City	State	Zip
_____	_____	_____	_____
Signature (required)	Date	Phone Number	



## 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
---------	------	-------	-----

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



## 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 <sup>th</sup>	\$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.

## 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)

<b>Check #</b>	<b>Amount</b>
<b>TOTAL</b>	

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.

# 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