

# THE LAST MOVE YOU'LL MAKE.

Switching to Texana Bank is a simple process with our Account Switch Kit. Everything you need is in one convenient kit, with an easy-to-follow, three-step process.

**1**

## *Open your new Texana Bank account.*

---

Open your new Texana Bank account online or at any of our convenient locations.

Please remember to bring the following with you:

- Social Security Card
- Drivers License / Government-Issued ID Card
- Initial Deposit (\$100 Minimum).

Now, use the attached forms to help you complete the next two steps of the process.

**2**

## *Transfer any existing automatic transactions.*

---

Transfer any existing automatic transactions (such as direct deposit or automatic withdrawals) from your old bank account to your new Texana account.

**3**

## *Stop using your old bank account.*

---

- Stop using your old bank account as soon as your new Texana account is opened.
- Discontinue writing checks or using your debit card.
- Leave enough money in the old account for any outstanding checks, automatic payments, scheduled or recurring payments or pending debit card transactions.
- Close your old account when you have verified that all outstanding items have cleared and you've updated all of your existing automatic deposits and withdrawals.

When you have verified that all outstanding items have cleared and you've updated all of your existing automatic deposits and withdrawals, close your old account. Forms for this purpose are included for your convenience.



**TEXANA BANK**

### Account Switch Kit Organizer

This organizer will help you keep track of direct deposits and automatic payments that need to be changed to your new Texana Bank account, as well as accounts that need to be closed at other banks.

|  |           |
|--|-----------|
| <b>Texana Routing Number</b>           | 111916588 |
| <b>Your Texana Account Number</b>      |           |
| <b>Your Texana Banker</b>              |           |
| <b>Your Texana Branch Phone Number</b> |           |
| <b>Your Texana Branch Location</b>     |           |

**Direct Deposits** – Use [Form 1](#) (employer) or [Form 1a](#) (non-employer) for these requests.

| <b>Company Name / Address</b> | <b>Date Request Sent</b> | <b>Status</b> |
|-------------------------------|--------------------------|---------------|
| 1.                            |                          |               |
|                               |                          |               |
| 2.                            |                          |               |
|                               |                          |               |
| 3.                            |                          |               |
|                               |                          |               |

**Automatic Payments** – Use [Form 2](#) for these requests.

| <b>Company Name / Account Number</b> | <b>Date Request Sent</b> | <b>Status</b> |
|--------------------------------------|--------------------------|---------------|
| 1.                                   |                          |               |
|                                      |                          |               |
| 2.                                   |                          |               |
|                                      |                          |               |
| 3.                                   |                          |               |
|                                      |                          |               |
| 4.                                   |                          |               |
|                                      |                          |               |
| 5.                                   |                          |               |
|                                      |                          |               |

**Closed Accounts** – Use [Form 3](#) to close your accounts at other financial institutions once all of the changes above have a completed status.

| <b>Bank Name / Account Number</b> | <b>Date Request Sent</b> | <b>Status</b> |
|-----------------------------------|--------------------------|---------------|
| 1.                                |                          |               |
|                                   |                          |               |
| 2.                                |                          |               |
|                                   |                          |               |
| 3.                                |                          |               |
|                                   |                          |               |

## Direct Deposit Change Request

|                       |  |
|-----------------------|--|
| Date of Request       |  |
| Name of Employer      |  |
| Address               |  |
| City, State, Zip Code |  |

Dear Employer:

I have recently changed my bank account to Texana Bank. I request that you redirect my payroll direct deposit from my old bank account to my new bank account. This serves as my written authorization to discontinue making direct deposits to my old bank account and begin making direct deposits to my new Texana Bank account. This authorization is to remain in effect until I send written notice of change or cancellation.

My personal information is provided below. If this form is not sufficient to make this change, please contact me with further instructions, or send a copy of the correct company form to my address listed below.

Sincerely,

\_\_\_\_\_  
Account Holder Signature

### My Personal Information

|                        |  |
|------------------------|--|
| Name                   |  |
| Employee ID and/or SSN |  |
| Address                |  |
| City, State, Zip       |  |
| Phone                  |  |

### My direct deposit is currently directed to:

|                       |  |
|-----------------------|--|
| Financial Institution |  |
| Routing Number        |  |
| Account Number        |  |

**Please send my direct deposit to my new Texana Bank account.**

Texana Bank  
2801 Richmond Road #28  
Texarkana, TX 75503  
Routing Number: 111916588

Account Number: \_\_\_\_\_

**Enclosure:** Voided check from my new Texana Bank account.

# Automatic Deposit Change Request (other than payroll)

|                       |  |
|-----------------------|--|
| Date of Request       |  |
| Name of Company       |  |
| Address               |  |
| City, State, Zip Code |  |

To Whom It May Concern:

I have recently changed my bank account to Texana Bank. I request that you redirect my automatic deposit from my old bank account to my new bank account. This serves as my written authorization to discontinue making direct deposits to my old bank account and begin making direct deposits to my new Texana Bank account. This authorization is to remain in effect until I send written notice of change or cancellation.

My personal information is provided below. If this form is not sufficient to make this change, please contact me with further instructions, or send me a copy of your company form to my address listed below.

Sincerely,

\_\_\_\_\_  
Account Holder Signature

## My Personal Information

|                     |  |
|---------------------|--|
| Name                |  |
| My Account # or SSN |  |
| Address             |  |
| City, State, Zip    |  |
| Phone               |  |

## My direct deposit is currently directed to:

|                       |  |
|-----------------------|--|
| Financial Institution |  |
| Routing Number        |  |
| Account Number        |  |

**Please send my automatic deposit to my new Texana Bank account.**

Texana Bank  
2801 Richmond Road #28  
Texarkana, TX 75503  
Routing Number: 111916588

Account Number: \_\_\_\_\_

**Enclosure:** Voided check from my new Texana Bank account.

## Automatic Payment Change Request

|                            |  |
|----------------------------|--|
| Date of Request            |  |
| Name of Company            |  |
| Company Address            |  |
| City, State, Zip           |  |
| My Account Number with You |  |

To Whom It May Concern:

I have recently changed my bank account to Texana Bank. I request that you redirect my automatic payment from my old bank account to my new bank account as soon as possible.

My personal information is provided below. If this form is not sufficient to make this change, please contact me with further instructions, or send me a copy of your company form to the address listed below.

Sincerely,

\_\_\_\_\_  
Account Holder Signature

### My Personal Information

|                  |  |
|------------------|--|
| Name             |  |
| Address          |  |
| City, State, Zip |  |
| Phone Number     |  |

### My automatic payment is currently coming from:

|                       |  |
|-----------------------|--|
| Financial Institution |  |
| Routing Number        |  |
| Account Number        |  |

### My automatic payment details are:

|                               |  |
|-------------------------------|--|
| Type of Withdrawal or Purpose |  |
| Exact Dollar Amount           |  |
| If not exact amount, explain  |  |
| Frequency                     |  |
| Day(s) of the Month           |  |

**Please change my automatic payment to my new Texana Bank account.**

Texana Bank  
2801 Richmond Road #28  
Texarkana, TX 75503  
Routing Number: 111916588

Account Number: \_\_\_\_\_



## Request to Close Account

|                       |  |
|-----------------------|--|
| Date of Request       |  |
| Financial Institution |  |
| Department            | Attention: Customer Service Department |
| Street Address        |  |
| City, State, Zip      |  |

To Whom It May Concern:

This letter serves as my request to close my account(s) at your bank. All of my transactions have cleared, and I have stopped all automatic debits and credits to my account. Please close the account(s) listed below and send a check for the remaining balance, if any, to the address indicated below.

The address listed in My Personal Information below.

A different address, as indicated here: \_\_\_\_\_  
\_\_\_\_\_

My account at:

Texana Bank  
2801 Richmond Road #28  
Texarkana, TX 75503  
Routing Number: 111916588

Account Number: \_\_\_\_\_

If you have any questions or need additional information, please contact me.

Sincerely,

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Joint Account Holder Signature

### My Personal Information

|                  |  |
|------------------|--|
| Name             |  |
| Address          |  |
| City, State, Zip |  |
| Phone Number     |  |

### My accounts at your bank are as follows:

|                    |  |
|--------------------|--|
| Name(s) on Account |  |
| Account Number     |  |
| Type of Account    |  |
| Name(s) on Account |  |
| Account Number     |  |
| Type of Account    |  |
| Name(s) on Account |  |
| Account Number     |  |
| Type of Account    |  |