



Rest Assured,  
The Switch Is **EASIER**  
Than You Think.



First National Bank  
Switch Kit



## New Account Switch Kit

Switching your accounts to First National Bank only takes a few easy steps:

1. Open your new First National Bank account at any of our locations.
2. Stop using your old checking account(s) and allow the outstanding payments and checks to clear the account(s). Shred your checks, ATM/Debit Card and deposit slips from your previous bank.
3. Setup your direct deposit(s) by sending the **Direct Deposit Change Request** to your employer, retirement plan, etc. (Some depositors may require a voided check from your new First National account to make the change as verification they have the correct Bank Routing Number and Account Number for the direct deposit.)
4. Change your automatic payments using the attached **Automatic Payment Change Request** form. This form can be used for all automatic payments or withdrawals from your account. Remember to switch over your payments processed through your debit card too.
5. When all of your pending payments have cleared your old account and your automatic payments have cleared your new First National Bank account, it is time to close your old account.

### Check List

- ☐ Open your new First National Bank account
- ☐ Sign-up for Online Banking, Bill Pay, and e-statements
- ☐ Retain sufficient funds in your old account to cover all outstanding payments
- ☐ Transfer any automatic debit card payments to your new First National Bank debit card
- ☐ Contact your direct deposit providers to alert them of your new account
- ☐ Confirm all credit and debits have cleared your old account
- ☐ Confirm all automatic payments have cleared your new First National Bank account
- ☐ Close your old account by sending a written notice to your financial institution

If you have any questions or concerns during this process, please feel free to contact us:

- Any of our locations
- Call us at (866) 363-2585



## Direct Deposit Change Request

☐ Change

☐ New

### Company Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

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

\_\_\_\_\_  
Phone

### Individual Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

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

\_\_\_\_\_  
Phone

I have closed account number \_\_\_\_\_ at \_\_\_\_\_,  
and hereby authorize the transfer of my direct deposit to my new bank, First National Bank, and submit  
this letter as written notification.

### Deposit Instructions

Financial Institution: First National Bank

Routing Number: 064107994

- ☐ Deposit the entire amount into account number \_\_\_\_\_.
- ☐ Deposit \$ \_\_\_\_\_ into account number \_\_\_\_\_ and the remainder into account  
number \_\_\_\_\_.

I authorize:

- The above listed entity to initiate deposit of my funds into my First National Bank account(s)
- First National Bank to credit entries to my account
- The notice to remain in effect until I send written notice of change or cancellation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Automatic Payment Change Request

Complete a separate form for each payment. This form may be copied. Many automatic payments can be set up directly in the First National Bank Bill Pay!

☐

Change

☐

New

## Customer Information

Name

Date

Mailing Address

City, State, Zip

Phone

## Vendor/Payee information

Name

Account Number

Mailing Address

City, State, Zip

Phone

## New Bank Information

Financial Institution: First National Bank

Routing Number: 064107994

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

☐

Checking

☐

Savings

Effective immediately, I authorize the above referenced Vendor/Payee and First National Bank to initiate entries into my First National Bank account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request with a reasonable amount of time.

Signature

Date

Printed Name