

Switch To 1st National Bank

It's Quick and Easy...

Just print the forms below and follow these instructions.

Step 1: Visit a banking center to open an account.

Step 2: Send a **Direct Deposit Request Form** to your employer and other sources, so your funds can be automatically deposited to your account. If you already have Direct Deposits going elsewhere, you can also use this form to switch them to your new account with us.

Step 3: Complete an **Automatic Payment Cancellation Letter** and send it to each of your creditors to switch any automatic payments so they'll come out of your new account with us.

Step 4: Use our **Account Closing Letter** to notify your other bank to close your account and give directions for the disbursement of any remaining funds. Make sure that all of your checks have cleared BEFORE you close your old account.

Payroll Deposit Authorization Form

Use this form to request the direct deposit of your payroll check to your new 1st National Bank Account. You will need to provide this information to your employer with any other additional information and authorization they might need to initiate the deposit. Please contact your employer's payroll department if you have any questions about their process.

DIRECT DEPOSIT AUTHORIZATION

I hereby authorize (company name) _____, hereinafter COMPANY, to make payment of any amount owed to me by initiating credit entries to my account indicated below at 1st National Bank, and I authorize and request 1st National Bank to accept credit entries initiated by COMPANY to credit my account without responsibility for the correctness thereof. It is understood that in signing this agreement I allow COMPANY to initiate reversal of the described payment entry in the event of error in calculation or overpayment.

Employee Name _____

Address _____

City, State, Zip _____

Telephone _____

Social Security _____

NOTE: For Social Security Direct Deposit, we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or signing up online at www.ssa.gov/deposit.)

() Please send an automatic direct deposit to:

1st National Bank Checking Account Number: _____

1st National Bank Routing & Transit Number: 042208006

() Please discontinue sending my automatic direct deposit to:

(Previous Financial Institution): _____

Account #: _____

Please begin sending the same deposit to BankName.

Deposit \$ _____ OR entire amount to Checking Account #: _____

Deposit \$ _____ OR entire amount to Savings Account #: _____

I further understand this authorization may be terminated by me at any time by written notification to my employer or to 1st National Bank. Any such notification to my employer shall be effective only with respect to entries initiated by my employer after receipt of such notification and a reasonable opportunity to act on it. Any such notification to 1st National Bank shall be effective only with respect to entries credited to my account by 1st National Bank after receipt of such notification and a reasonable time to act on it.

Primary Account Owner

Signature _____

Date _____

Automatic Payment Request

Use this form to request a transfer of an automatic payment to your 1st National Bank Account, or to establish a new automatic payment from your 1st National Bank Account. Complete this form for each automatic payment, and attach a voided check from your new 1st National Bank Account. Please allow sufficient time for your first automatic payments to be activated against your new 1st National Bank account.

To (Company Name): _____

Please be advised that I wish to have my automatic withdrawal changed to my account with 1st National Bank. The automatic withdrawal is being applied to the following account, which I have with your organization:

Account Number with Company: _____ Debit Amount: _____

I currently have my automatic debit coming out of the following account:

Previous Financial Institution: _____

Account #: _____ ABA Routing #: _____

Effective immediately, I would like this automatic debit redirected to my account with 1st National Bank as follows:

Account #: _____ ABA Routing #: 042208006

If you have any questions, please call me at the number listed below.

Primary Account Owner: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Primary Account Owner Signature: _____ **Date:** _____

Account Closing Request

Use this form to request that your account(s) be closed at your former bank and any remaining funds sent to you. Prior to closing your accounts, ask your former bank if there are any fees associated with closing your account. Also, remember to keep enough funds in your account until your last check has cleared. You can also visit your former bank to close out your accounts.

To: _____

This letter is to inform you that I/we would like to close the account(s) listed below. Please send a check to me at the address listed below for any remaining funds in the account(s).

Account Type	Account #	Account Owner Name(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Note: If closing out a passbook account, please include passbook with this letter.)

Pay to the order of:

Together with all interest or dividends that may have become due on above listed accounts.

Please process this request immediately. If you have any questions regarding this request, please contact me at the phone number or address listed below.

Primary Account Holder: _____

Social Security Number: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Primary Account Holder Signature: _____ Date: _____

Secondary Account Holder Signature: _____ Date: _____