

## SWITCH KIT



## SWITCH TO FIRST NATIONAL BANK.....

### **WE'LL MAKE IT EASY, EVERY STEP OF THE WAY.**

1. **SET UP YOUR NEW ACCOUNT** – FILL OUT OUR NEW ACCOUNT INFORMATION FORM AND WE'LL HAVE EVERYTHING WE NEED TO ESTABLISH YOUR ACCOUNT.
2. **CLOSE YOUR OLD ACCOUNT(S)** – OUR ACCOUNT CLOSING LETTER IS ALL READY FOR YOU TO FILL IN THE BLANKS AND SIGN; IT NOTIFIES YOUR OLD BANK ABOUT THE ACCOUNTS YOU ARE CLOSING AND GIVES DIRECTIONS FOR DISBURSEMENT OF ANY REMAINING FUNDS. IF YOU HAVE ELECTRONIC BILL PAYMENT AT YOUR OLD BANK, BRING US THE LIST OF YOUR PAYEES AND WE'LL HELP YOU SET THEM UP.
3. **SET UP YOUR DIRECT DEPOSITS** – SIMPLY SEND OUR DIRECT DEPOSIT REQUEST FORMS TO YOUR EMPLOYER OR OTHER PAYMENT SOURCE, SO YOUR FUNDS CAN BE QUICKLY AND AUTOMATICALLY DEPOSITED TO YOUR ACCOUNTS EACH PAY PERIOD. AND, IF YOU ALREADY HAVE YOUR DIRECT DEPOSIT GOING ELSEWHERE, YOU CAN SIMPLY SWITCH IT TO YOUR NEW FIRST NATIONAL BANK ACCOUNT.
4. **SWITCH OVER AUTOMATIC PAYMENTS** – FILL OUT AND SIGN THE AUTOMATIC PAYMENT CANCELLATION LETTERS AND SEND IT TO EACH OF YOUR VENDORS TO SWITCH ANY AUTOMATIC PAYMENTS SO THEY'LL COME OUT OF YOUR NEW FIRST NATIONAL BANK ACCOUNT.

# FIRST NATIONAL BANK

## SWITCH KIT – NEW ACCOUNT INFORMATION

INDIVIDUAL ACCOUNT

JOINT ACCOUNT

NAME

NAME

STREET ADDRESS

STREET ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP (IF DIFFERENT)

MAILING ADDRESS (IF DIFFERENT)

MAILING ADDRESS (IF DIFFERENT)

HOME PHONE

WORK PHONE

HOME PHONE

WORK PHONE

E-MAIL ADDRESS

E-MAIL ADDRESS

### PRIMARY ACCOUNT HOLDER INFORMATION

### JOINT ACCOUNT HOLDER INFORMATION

Social Security Number

Social Security Number

Driver's License Number

Expiration Date

Driver's License Number

Expiration Date

Date of Birth

Date of Birth

Alternate Access Code (alpha or numeric)

Alternate Access Code (alpha or numeric)

Employer

Employer

I would like to open:

Personal Checking  Free Checking  Business Checking  Money Market  Regular Savings

NOW Account  Super NOW Account  High Yield Checking  CD  IRA

First NCO Club Account  First Officer Club Account

I/we would like an ATM / Debit Card. # of Cards: \_\_\_\_\_

I/We would like transfer capabilities at the ATM and online.

I/we would like free online access to account(s).

Please note that Primary and Joint account holders will need to sign an official account form in person at any First National Bank office before the account can be opened. For your own account security, we'll also need to photocopy your driver's license(s), or other form if ID, so we can have it on file to accurately identify you in the future.

*(The purpose of this questionnaire is to begin the application process. All applications are subject to approval.)*

**FIRST NATIONAL BANK AND TRUST CO.**

**ACCOUNT CLOSING REQUEST**

To: \_\_\_\_\_

From: Primary Account Holder \_\_\_\_\_

Social Security Number \_\_\_\_\_

Secondary Account Holder \_\_\_\_\_

Address: \_\_\_\_\_

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

Please close the following account(s) with your institution:

Account Type	Account #	Send Payment at Once	Defer Payment Until Close of Interest Period

*(NOTE: If closing out a passbook account, please include passbook with this letter)*

Pay to the order of: First National Bank and Trust Co.  
C/o Primary Account Holder Name \_\_\_\_\_  
Together with all interest or dividends that may have become due on above  
Listed accounts.

Forward Funds To: First National Bank and Trust Co.  
702 N. Washington Street  
PO Box 348  
Junction City, KS 66441  
(785) 762-4121

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

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

Date \_\_\_\_\_

Member FDIC

**FIRST NATIONAL BANK AND TRUST CO.**

**DIRECT DEPOSIT REQUEST**

To: \_\_\_\_\_

From: \_\_\_\_\_

Address: \_\_\_\_\_

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

SSN: \_\_\_\_\_

(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/](http://www.ssa.gov/deposit/).)

\_\_\_ Please send an automatic direct deposit to:

First National Bank and Trust Co.  
702 N. Washington St.  
Junction City, KS 66441  
(785) 762-4121

Bank Routing & Transit Number:  
101101303

\_\_\_ Please discontinue sending my automatic direct deposit to:

(Previous Financial Institution): \_\_\_\_\_

Account #: \_\_\_\_\_

Please begin sending the same deposit to First National Bank and Trust Co.

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

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

I authorize:

- i. Above listed entity to initiate deposit of my funds to my First National Bank checking account
- ii. First National Bank and Trust Co. to credit entries to my account.
- iii. This authorization to remain in effect until I send written notice of change or cancellation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member FDIC

**FIRST NATIONAL BANK AND TRUST CO.**

**AUTOMATIC WITHDRAWAL TRANSFER**

To: \_\_\_\_\_

From: \_\_\_\_\_

Address: \_\_\_\_\_

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

Please be advised that I have recently changed banks and will need to have my automatic withdrawal switched from my old account to my new account with First National Bank and Trust Co. The automatic withdrawal is being applied to the following account, which I have with you organization:

Account # with Company: \_\_\_\_\_

Debit Amount: \_\_\_\_\_

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

Previous Financial Institution: \_\_\_\_\_

Account #: \_\_\_\_\_

ABA Routing #: \_\_\_\_\_

As soon as possible, I would like this automatic debit redirected to my new account with First National Bank and Trust Co. as follows:

Checking; or Savings; (Circle One) Account #: \_\_\_\_\_

ABA Routing #: 101101303 \_\_\_\_\_

If you have any questions, please call me at : \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_