



# Switch Kit

## **Making the switch is easy, with these 5 steps.**

### **Open your First National Bank account.**

Complete the attached New Account Information Form, and give it to a new account representative to open your First National Bank account. Also make sure to bring valid picture identification (example: drivers license), social security number, and proof of mailing and physical address.

### **Stop using your old account.**

Let all your checks clear. It could take 10 days or longer for your outstanding checks to clear. Destroy your old checks, ATM and debit cards.

### **Change direct deposits.**

Complete the Direct Deposit Change Request and give it to your employer, the Social Security Administration or your retirement plan administrator. Include a new deposit slip or voided check.

### **Change automatic payments.**

Complete the Change Automatic Payment Authorization form and send it to any company that automatically debits your account. This may include your Power Company, Mortgage Company, Phone Company, etc.

### **Close your old account.**

Close your old account after all outstanding checks have cleared. Fill out the Bank Account Closing Request, send it to your old bank, and have them send a check for the remaining balance.



**FIRST NATIONAL BANK**

500 Independence  
Kennett, MO 63857  
(573) 717-7177

109 W State Hwy 162  
Clarkton, MO 63837  
(573) 448-3543

1009 N Douglass  
Malden, Mo 63863  
(573) 276-2257

310 N Walnut  
Dexter, Mo 63841  
(573) 624-8383



# FIRST NATIONAL BANK

Malden~Dexter~Kennett~Clarkton

Member FDIC

## New Account Information

Name \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number/TIN if Business \_\_\_\_\_ Date of Birth \_\_\_\_\_

Drivers License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Physical Address \_\_\_\_\_ City & State \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_ (for verification)

Services Requested:      \_\_\_ Checking              \_\_\_ Savings  
                                  \_\_\_ CD/IRA                \_\_\_ Safe Deposit Box  
                                  \_\_\_ Debit Card            \_\_\_ Internet Banking/Bill Pay

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

### BANK PERSONNEL ONLY

Checks ordered by \_\_\_\_\_ Date \_\_\_\_\_

Debit Card ordered by \_\_\_\_\_ Date \_\_\_\_\_



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Direct Deposit Change Request

To Whom It May Concern:

I have changed financial institutions and I hereby authorize you to direct all future deposits to the following new account at First National Bank. Thank you.

First National Bank routing and transit number: 081501492

\_\_\_ Checking Account    \_\_\_ Savings Account

My First National Bank Account Number \_\_\_\_\_

Type of Automatic Deposit \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

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

\*Attach a voided deposit slip or check to this form.



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**Change Automatic Payment Authorization**

To Whom It May Concern:

This letter serves as an authorization to have my automatic payment/withdrawal from your organization transferred to my account with First National Bank, effective on \_\_\_\_\_, 20\_\_\_. Thank you.

First National Bank routing and transit number: 081501492

Payee \_\_\_\_\_

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

Amount \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

\* You will need to fill out a separate form for each payee.



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**Bank Account Closing Request**

To Whom It May Concern:

I hereby authorize the closure of the following account number \_\_\_\_\_

Please transfer any remaining balance and any accrued interest via check or electronically to First National Bank.

**By Check:**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Electronically:**

First National Bank Routing Number:081501492 Account Number: \_\_\_\_\_

If you have any questions, please contact me at (\_\_\_\_) \_\_\_\_\_.

Thank you,

Name \_\_\_\_\_

Address \_\_\_\_\_

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



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