



## Bank Account Switch Kit

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## **Five easy steps to becoming a First Community Bank customer.**

### **Step 1. Open an account with First Community Bank.**

While opening your account you can also:

- Order your First Community Bank MasterCard debit card
- Order checks
- Sign up for Internet Banking
- Sign up for E-Statements
- Sign up for bill pay service (a fee of \$5.95 per month applies).

### **Step 2. Transfer your direct deposits.**

- Complete the attached Direct Deposit Change Form and send it to your employer or any Company paying you via direct deposit,

### **Step 3. Transfer your automatic payments & withdrawals.**

- Complete the attached Automatic Debit/Payment Change Form and send it to any company You are allowing to automatically deduct your payment from your checking account.

### **Step 4. Stop using your old checking account.**

- Stop writing checks on your old account. Deposit any remaining balance from your old account to your new First Community Bank account. Remember to leave enough funds in your old account to cover any outstanding checks and withdrawals.

### **Step 5. Close your old account.**

- Once all your outstanding items have cleared complete the attached Account Close Request Letter and send it to your old bank.

After completing these 5 steps you will be ready to start enjoying the benefits of a locally owned and operated bank-First Community Bank.

Any questions? Call us at 956-399-3331

# Direct Deposit Change Form

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Company Name: \_\_\_\_\_

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

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

To whom it may concern:

This notice serves as my request to have my Direct Deposit changed to my account at First Community Bank.

My Information:

\_\_\_\_\_  
Name

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

My direct deposit is currently going to my old account at:

\_\_\_\_\_  
Bank Name

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

\_\_\_\_\_  
ABA Routing Number

**Please change my direct deposit to my account with First Community Bank as follows:**

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

114908289  
\_\_\_\_\_  
ABA Routing Number

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Automatic Debit/Payment Change Form

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Company Name: \_\_\_\_\_

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

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

To whom it may concern:

I have changed banks to First Community Bank and would like to change my direct payment instructions.

Currently you are withdrawing my payment from the following account at my old bank:

\_\_\_\_\_  
Bank Name

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

\_\_\_\_\_  
ABA Routing Number

Please stop making payments from this account on \_\_\_\_\_ (Date) and begin making payments from my new account at First Community Bank:

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

114908289  
\_\_\_\_\_  
ABA Routing Number

My Information:

\_\_\_\_\_  
Name

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

My account number with your company: \_\_\_\_\_

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Close Account Request Letter

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Bank Name: \_\_\_\_\_

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

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

To whom it may concern:

I have decided to close the following account:

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

\_\_\_\_\_  
Type (Checking/SAV/CD)

Please send the remaining balance and any earned interest, via check, to the following address:

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

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

Please close this account upon receipt of this letter.

My information:

\_\_\_\_\_  
Name

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

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date