



# BANK SWITCH KIT

Changing banks is a big decision and can be a real challenge. That's why we've put together a Switch Kit to give you a step-by-step guide to ensure a smooth transition. This kit includes all of the forms you'll need to switch your accounts, your automatic transfers and payments, and more.

Just follow these easy steps and allow us to help you find your way to better banking!

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## **Step 1: Open Your New Account at Western National Bank**

Open an account online here or visit your nearest Western National Bank location to open up an account that best fits your needs. After opening your account, make the most of our convenient ways to manage your account by enrolling for Online Banking and downloading our app.

## **Step 2: Stop Actively Using Your Old Account**

While you'll want to keep this account open until all direct deposit and automatic withdrawals have been successfully switched to your new account, you'll want to stop using your old account for daily activity.

## **Step 3: Transfer Direct Deposits & Automatic Payments**

This is one of the most important aspects of making a smooth switch. It's a good idea to have a few recent bank statements available to review the automatic transactions you need to move. We have also provided a checklist below that will help you put together a list of all the automatic payments you may have associated with your old account.

To change any automatic deposits that are being made to your account (including payroll), complete our Direct Deposit Authorization Form.

Then you can start reviewing your current automatic payments you may have set up and change your account information to your new Western National Bank account information. Many companies have customer service numbers and allow you to provide your new account information by telephone or have the ability to enter your new information online through their website. Use our Automatic Payment Checklist form for an simple way to keep track.

## **Step 4: Close Your Old Bank Account**

Once you are certain that all outstanding checks have cleared and all automatic payments and direct deposits are successfully being deducted from or credited to your new Western National Bank account, it's time to close your old account with your previous bank.

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## ACCOUNT OPENING CHECKLIST

When you apply to open your new account, there are a few things we recommend having on hand to help the process go smoothly. *Please note that if you are opening a joint account, you will need to gather this information for the second person on the account as well.*

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- **Form of identification:** Grab your driver's license, passport, military ID, or state-issued ID.
  - **Social Security number:** Only U.S. citizens and permanent residents can apply online, so you'll need to know your Social Security number or have your card handy.
  - **Funding information:** In order to fund your account, you'll need your online banking credentials for the bank account you'd like to fund from or have the account number and routing number available for your funding account.
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We are always here to help if you have any questions or get stuck during the switch process. We want to help you find your way to better banking with Western National Bank, so please do not hesitate to reach out online, over the phone, or by visiting your local branch.



## DIRECT DEPOSIT AUTHORIZATION FORM

*NOTE: Check with your employer/direct depositor to make sure no other information or specific forms are necessary to complete the change of your direct deposit to your new bank account.*

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

Company Address \_\_\_\_\_

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

Account number with company \_\_\_\_\_

### PLEASE CHANGE THE ACCOUNT USED FOR DIRECT DEPOSIT TO MY NEW BANK ACCOUNT:

Last Name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Last 4 of Social Security # \_\_\_\_\_

### MY NEW ACCOUNT INFORMATION:

Account Type:  Checking  Savings

Account Number \_\_\_\_\_ Routing Number **101112473**

I hereby authorize \_\_\_\_\_ (company name) to make deposits to my Western National Bank account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

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



## AUTOMATIC/RECURRING PAYMENT FORM

It's hard to remember all the different payments we have connected to our checking accounts. This form will help you identify those things and keep track of when you made the updates, finalized the switch, etc.

	Bill	Company / Payee	Acct. #	Amount	Phone or website	Date Contacted	Spoke With	Date Effective
	Mortgage/Rent							
Utilities & Services	Electricity							
	Gas							
	Water							
	Internet							
	Cable							
	Home Phone							
	Mobile Phone(s)							
	Garbage							
	Other #1							
	Other #2							
Loans & Debt	Home Equity							
	Credit Card #1							
	Credit Card #2							
	Credit Card #3							
	Student Loan							
	Auto Loan							
	Other Loan							
Insurance	Home/Renters							
	Auto							
	Life							
	Health							
	Other							
Online & Leisure	Examples: Netflix, Hulu, Amazon Prime, Apple Music®, Venmo, PayPal							
	Streaming #1							
	Streaming #2							
	Payment Svc. #1							
	Payment Svc. #2							
	Gym							
	Other #1							
	Other #2							
Taxes	Property							
	Federal Income							
	State Income							