

Simple**Switch**Kit

Switching to *First National Bank* has never been simpler!

Direct Deposit Request Instructions

Direct Deposits

Use your previous bank statements and our handy checklist to identify the Direct Deposits you need to switch to your new **FNB Checking account**.

Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension/Retirement				
Social Security				
Supplement Security				
VA Compensation				
Interest Income				
Investment Income				
Dividends				
Other:				

Use the [Direct Deposit Request Form](#) to notify depositors of your new **FNB Checking account** information. **Before** you send out the form be sure to check with your employer or source of income to make sure no other forms are required.

Helpful Phone Numbers and Web Sites

Social Security Administration	800.772.1213	www.ssa.gov/deposit/howtosign.htm
Office of Personnel Management	888.767.6738	www.opm.gov
Railroad Retirement Board	800.808.0772	www.rrb.gov
Department of Veteran Affairs	877.838.2778 or 800.827.1000	www.va.gov

After you have sent the [Direct Deposit Request Form](#):

1. Confirm with your employer or source of income that forms were received and processed.
2. Maintain your former checking account until the switch is complete.
3. Monitor you new **FNB Checking account** through **FNB** Internet or Mobile Banking, or call Account Services at 575.437.4880 to verify receipt of your Direct Deposit(s).

Since 1956, Standing the test of time.....

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Direct Deposit Request Form

Company Name:

Address:

City, State, Zip

RE: Switching My Direct Deposit to a New Account

I have recently changed financial institutions and would like to update my Direct Deposit information. Please discontinue my current direct deposit and begin making direct deposits into my new **FNB Checking account**.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic deposits may require advance notice of changes and that depending on the timing of this request my next deposit may not be sent to my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

Direct Deposit Information

Name:		SSN or Employee No.	
Address:	City:	State & Zip:	
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Deposit:	
NEW Bank Name: First National Bank		NEW Routing Number: 112202123	
NEW Account Number:		Amount of Deposit:	

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