

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

**Interested in switching your accounts to FIRST NATIONAL BANK? Not sure how to get started?** We've developed the FNB Simple Switch Kit, a step-by-step guide to help make your transition to a new First National *Bank* account as simple as possible. Just follow the steps to get started.

If we can be of any assistance throughout this transition, please call on our friendly Account Service Representatives in New Accounts at 575.437.4880. Thank you for choosing to **Come Home to** First National Bank, **where you're one of the family!**



***First National Bank***  
***414 10th Street***  
***Alamogordo, NM 88310***

**Step 1: Open a First National Bank Checking account!** Come see an Account Service Representative at one of our 5 convenient locations and determine what account(s) best fit you.

We know your time is valuable, complete the Customer Information Form before coming in to make the process as fast as possible.

**Step 2: Sign up for FNB Online Banking and Mobile Banking!** Track your direct deposits, checks, debit card transactions, and automatic payments with ease. Also take advantage of our Free Online Bill Pay service.\*

**Step 3: Stop using your former checking account.** Be sure to allow time for all outstanding debit card transactions and checks to clear. For your security, destroy any unused checks, deposit slips, and Debit/ATM card. If you like, we can do that for you.

**Step 4: Move your Direct Deposit(s) to your new FNB Checking account.** Make this step simple by using the Direct Deposit Request Form.

**Step 5: Transfer any Automatic Payments and Debits to your new FNB Checking account.** The Automatic Payment Request Form makes easy work out of this step. Remember recurring payments you make by ACH, Debit Card, and Automatic Transfer.

**Step 6: Transfer any existing Online Bill Pay at your former bank to your new free FNB Online Bill Pay\*.** Use the Online Bill Payer Form to help make the switch simple and pain free.

**Step 7: Close your former checking account.** When you are sure that all outstanding items have cleared **and** your Direct Deposits and Automatic Payments have made the switch to your new FNB Checking account, it's time to close your former checking account. Take or mail the completed Account Closing Request Form to your former bank or call them to make arrangements to close the account and forward any remaining funds to you.

\*Does not apply to the Simple Checking and e-Simple Checking products.

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## CUSTOMER INFORMATION FORM

### Primary Account Holder Information

Full Legal Name:

Physical Address:

City:

State:

Zip:

Mailing Address: if different from above

City:

State:

Zip:

Home Phone:

Work Phone:

Mobile Phone:

Drivers License/ID #:

Issue Date:

Exp. Date:

Employer:

Position/Title:

E-mail Address:

### Secondary Account Holder Information

Full Legal Name:

Physical Address:

City:

State:

Zip:

Mailing Address: if different from above

City:

State:

Zip:

Home Phone:

Work Phone:

Mobile Phone:

Drivers License/ID #:

Issue Date:

Exp. Date:

Employer:

Position/Title:

E-mail Address:

### Accounts and Services

Please check the Accounts and Services you are currently using and/or may wish to use. \*Pending approval

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Personal Checking Account          | <input type="checkbox"/> Business Checking Account          | <input type="checkbox"/> FREE Online Bill Pay |
| <input type="checkbox"/> Interest Bearing Personal Checking | <input type="checkbox"/> Interest Bearing Business Checking | <input type="checkbox"/> Safe Deposit Box     |
| <input type="checkbox"/> Personal Savings Account           | <input type="checkbox"/> Business Savings Account           | <input type="checkbox"/> Consumer Loan/Line*  |
| <input type="checkbox"/> Christmas Club Account             | <input type="checkbox"/> Business Certificate of Deposit    | <input type="checkbox"/> Business Loan/Line*  |
| <input type="checkbox"/> Individual Retirement Account      | <input type="checkbox"/> Debit/ATM Card                     | <input type="checkbox"/> Mortgage Loan*       |
| <input type="checkbox"/> Health Savings Account             | <input type="checkbox"/> Online Banking                     | <input type="checkbox"/> Construction Loan*   |
| <input type="checkbox"/> Personal Certificate of Deposit    | <input type="checkbox"/> Mobile Banking                     | <input type="checkbox"/> Other: _____         |

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## 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	<a href="http://www.ssa.gov/deposit/howtosign.htm">www.ssa.gov/deposit/howtosign.htm</a>
Office of Personnel Management	888.767.6738	<a href="http://www.opm.gov">www.opm.gov</a>
Railroad Retirement Board	800.808.0772	<a href="http://www.rrb.gov">www.rrb.gov</a>
Department of Veteran Affairs	877.838.2778 or 800.827.1000	<a href="http://www.va.gov">www.va.gov</a>

**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).

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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: <b>First National Bank</b>		NEW Routing Number: <b>112202123</b>	
NEW Account Number:		Amount of Deposit:	

## Automatic Payment Request Instructions

### Automatic Payments

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

#### Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell Phone				
Gas/Oil				
Water				
Internet Provider				
Credit Cards				
Daycare				
Tuition/School				
Trash Removal				
Other:				

Use the Automatic Payment Request Form to notify debiting companies of your new **FNB Checking account** information. **Before** you send out the form be sure to check with these companies to make sure no other forms are required. You may be able to make changes to account information online.

**After** you have sent the Automatic Payment Request Forms:

1. Confirm with companies that forms were received and processed.
2. Maintain your former checking account until the switch is complete.
3. Monitor your new **FNB Checking account** through *FNB* Internet or Mobile Banking, or call Account Services at 575.437.4880 to verify debits have been posted.

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## Automatic Payment Request Form

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

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

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

### **RE: Switching My Automatic Payments to a New Account**

#### **Attn: Accounts Receivable/Accounting**

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from 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 withdrawals may require advance notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

### Automatic Payment Information

Name:		Payee Name:	
Address:	City:	State & Zip:	
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Debit:	
NEW Bank Name: <i>First National Bank</i>		NEW Routing Number: <b>112202123</b>	
NEW Account Number:		Amount of Deposit:	

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## Online Bill Pay Form

### Instructions:

1. Be sure that you have successfully enrolled in free **FNB Online Bill Pay**.<sup>\*</sup> Go to [www.fnb4u.com](http://www.fnb4u.com) and use the log-in information provided at account opening to log-in and familiarize yourself with our bill pay system. If you need assistance, please feel free to call our Online Banking Department at 575.437.4880.
2. Visit your former bank's website and use our simple Online Bill Pay Form to record all accounts that you have enrolled in Online Bill Pay with your former bank. List the company name, mailing address, phone number, and account number(s).
3. Add any additional accounts to the Online Bill Pay Form that you would like to setup for the first time. Be sure that you have all necessary information: company name, mailing address, phone number, and account number.
4. **AFTER** you have entered all the accounts from the Online Bill Pay Form into the free **FNB Online Bill Pay**<sup>\*</sup> system, review all account information for accuracy.

<sup>\*</sup>Does not apply to the Simple Checking or e-Simple Checking products.

### Online Bill Pay Accounts

Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		
Company:	Phone:	Account Number:
Mailing Address:		

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## Account Closing Request Instructions

### Before sending the Account Closing Request Form:

1. Check with your former bank to make sure that no additional information or forms are required.
2. If multiple accounts are involved, please complete a form for each account.
3. Inquire about any possible penalties with respect to early withdrawal before you close the account. If the account you are closing is a Certificate of Deposit (CD) it is important to check the maturity date. You may want to delay the switch of a CD to avoid penalties.
4. Verify that all checks and automatic payments have cleared prior to submitting the Account Closing Request Form.
5. Be sure that all automatic transactions have made the switch to your new **FNB Checking Account** prior to submitting the Account Closing Request Form.

### After you've sent the Account Closing Request Form:

1. Check account statements from your former bank to verify that accounts have a zero balance and have been closed.
2. Enjoy your new **FNB Checking Account** and all the great services that *First National Bank* has to offer.



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## Account Closing Request Form

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

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

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

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

Primary Account Holder:

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

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

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

Secondary Account Holder:

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

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

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

**RE: Account Number** \_\_\_\_\_

Checking       Savings       Other

**Attention: Account Services**

Please accept this letter as my official authorization to close my account with your institution.

Please send a check in the amount of my account balance, if any, to my attention at the address you have on file. If you have any questions regarding this matter please call me at my daytime phone number: \_\_\_\_\_.

Thank you for your prompt assistance.

Sincerely,

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

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