

# Business Switch Kit



*Come Home To ....*



Since 1890

**First National Bank**  
**Giddings**

108 E. Austin • P O Box 269 • Giddings, TX 78942

979-542-1200

[www.FNBGiddings.com](http://www.FNBGiddings.com)



LENDER

Member  
**FDIC**

## Services Offered Hwy 290 Main Bank

- Customer Service
- New Accounts & IRA'S
- Receive Check Orders
- Wire Transfer Requests
- Detailed Account Research
- Open Safe Deposit Boxes
- Night Deposit Bags
- ATM Cards
- VISA Check Cards
- Cashier Checks
- Traveler's Checks



## Hwy 77 Motor Bank

### Motor Bank Lobby:

Monday thru Thursday: 9:00 a.m. - 3:00 p.m.

Friday: 9:00 a.m. - 6:00 p.m.

Saturday: 9:00 a.m. - 12:00 noon

### Motor Bank Drive Thru:

Monday thru Friday: 7:30 a.m. - 6:00 p.m.

Saturday: 9:00 a.m. - 12:00 noon

## Services Offered Hwy 77 Motor Bank Lobby

- Customer Service
- New Accounts & IRA'S
- Receive Check Orders
- Wire Transfer Requests
- Night Deposit Bags
- ATM Cards
- VISA Check Cards



## Hwy 290 Main Bank

### Monday through Friday:

Main Bank Lobby: 9:00 a.m. - 3:00 p.m.



Internet Banking available  
[www.FNBGiddings.com](http://www.FNBGiddings.com)



TeleFirst 979-542-7272

24-Hour Customer Service From Your Bank

**EASY STEP BY STEP INSTRUCTIONS ON  
HOW TO MAKE THE SWITCH TO BETTER SERVICE**  
START STOP AND SWITCH TO  
**FIRST NATIONAL BANK GIDDINGS**  
**Business Account**



**Start** by opening a *First National Bank Giddings* checking account

*Minimum deposit: \$100 (based on type of account)  
Sign up for free Internet Banking*



**Stop** using your old account

*Complete the **“Close Your Account” Form** and mail to your old bank  
Make sure to specify the date to close your account  
Let all your outstanding checks clear before closing the account by leaving  
your old account open 7 to 10 days  
Destroy your old unused checks and deposit slips*



**Switch** your direct deposits with the enclosed form

*Mail or drop off to your employer’s human resource department  
We will provide you with personal assistance to complete any forms necessary  
Mail or drop off to your customer’s accounts payable department*



**Switch** your withdrawals with the enclosed form

*Mail or drop off these forms to the companies that are drafting your old  
bank account*



**First National Bank**  
**Giddings**

# Please Close My Account

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BANK NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

## To Whom It May Concern:

Please close the following account # \_\_\_\_\_ and send a check for the remaining balance to my address below.

If you have any questions about this request, please contact me as soon as possible at the following number. Thank you.

\_\_\_\_\_  
PHONE NUMBER

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
SOCIAL SECURITY # (if needed)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

Special Instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Please Change Accounts For My Payroll Direct Deposit

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP



## To Whom It May Concern:

You are currently depositing my paycheck in whole or in part or you are making a payment into the following account:

**Old bank:** \_\_\_\_\_

**Routing number:** \_\_\_\_\_

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



↓  
Bank Routing number

Please begin making these **automatic deposits into my new account at FNB Giddings on** \_\_\_\_\_ (date).

FNB Giddings routing number: **113104712**

**My new FNB Giddings checking account number is:** \_\_\_\_\_



↓  
Checking Account # (7 digits long)

If you have any questions, please let me know.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY # (if needed)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE

# Please Change Accounts For My Automatic Withdrawal

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

**To Whom It May Concern:**  
**I have changed financial institutions to FNB Giddings.**

You are currently withdrawing  
\$ \_\_\_\_\_ (or paying my current bill amount) from the following account:

Old bank: \_\_\_\_\_

Routing Number: \_\_\_\_\_

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

For/To: \_\_\_\_\_

On: \_\_\_\_\_  
Approximate date of the month for automatic draft

Please stop making withdrawals from this account on \_\_\_\_\_ (date)  
and start making them from my new FNB Giddings account:

FNB Giddings routing number: **113104712**

My new FNB Giddings checking account number is: \_\_\_\_\_

If you have any questions, please let me know.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY # (if needed)

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE



↓  
Bank Routing number



↓  
Checking Account # (7 digits long)