

# Bank Switch Kit

You're only moments away from experiencing everything Extraco has to offer. Simply follow these five easy steps and you'll discover the superior customer service you deserve.

**1. Open your Extraco account(s).**

Stop by one of our 15 financial centers, apply online at [extracobanks.com](http://extracobanks.com), or call 1.866.EXTRACO to open your account.

**2. Stop using your old account(s).**

It may take as many as 10 days for all of your checks to clear. Please destroy any unused checks, ATM and debit cards, and deposit slips.

**3. Change your direct deposits.**

Simply fill out the **Direct Deposit Form** (available in this switch kit) and give it to your employer, the Social Security Administration or your retirement plan. Include a new deposit slip or voided check.

**4. Change automatic payments.**

Simply fill out the **Automatic Withdrawal Form** (available in this switch kit) to change all automatic withdrawals or automated payment services. Don't forget to include services that use your old debit card number, such as automatic payments made online.

**5. Close your old account(s).**

Send in the **Close Accounts Form** (available in this switch kit) to begin experiencing the freedom of banking with Extraco. If all of your checks have cleared, your old bank will send you a check for the remaining balance.

# Please Close my Account(s) Form

## To Whom It May Concern:

Please close the following account(s) and any associated products/services<sup>1</sup> to these account(s). Send a check for the remaining balance to the address listed below.

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

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

If you have any questions regarding this request, please do not hesitate to call.

Phone Number: \_\_\_\_\_  
(area code) number

Day

Evening  
(Please check one)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Co-Signer Signature)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Co-Signer Name (please print)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Mailing Address

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

1. Associated products and services may include: Debit Card, Online Banking, Bill Pay, etc.

# Please change my account for Automatic Withdrawal Form

\_\_\_\_\_

Date

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Name of Company That Makes Automatic Withdrawal

\_\_\_\_\_

City, State, Zip

## To Whom It May Concern:

I have recently changed my account to Extraco Banks. Please change the following regular payment of \_\_\_\_\_ as specified below:

Please **cancel** my automatic payment.

\_\_\_\_\_

(Former Bank Routing Number)

**-OR-**

Please **change** my automatic payment over to my new account at Extraco Banks.

\_\_\_\_\_

(Former Bank Account Number)

**111900581**

\_\_\_\_\_

(Extraco Banks Routing Number)

\_\_\_\_\_

(Former Bank Routing Number)

\_\_\_\_\_

(Extraco Banks Account Number)

\_\_\_\_\_

(Former Bank Account Number)

For your convenience, I am enclosing a voided check and/or deposit slip. If you have any questions regarding this request, please do not hesitate to call.

Phone Number: \_\_\_\_\_  Day  Evening

Sincerely,

\_\_\_\_\_

(Signature)

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City, State, Zip

1.866.EXTRACO  
extracobanks.com



The Financial Center of Texas.

# Please change my Direct Deposit Form

\_\_\_\_\_

Date

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Depositor or Employer Name

\_\_\_\_\_

City, State, Zip

## To Whom It May Concern:

I have changed financial institutions. Please change all future deposits into my new account with Extraco Banks.

### Extraco Banks

\_\_\_\_\_

(New Bank Name)

\_\_\_\_\_

(Former Bank Name)

**111900581**

\_\_\_\_\_

(Extraco Banks Routing Number)

\_\_\_\_\_

(Former Bank Routing Number)

\_\_\_\_\_

(Extraco Banks Account Number)

\_\_\_\_\_

(Former Bank Account Number)

For your convenience, I am enclosing a voided deposit slip. If you have any questions regarding this request, please do not hesitate to call.

Phone Number: \_\_\_\_\_  Day  Evening

Sincerely,

\_\_\_\_\_

(Signature)

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City, State, Zip

1.866.EXTRACO  
extracobanks.com



The Financial Center of Texas.