

Five EASY Steps to Switch to First State Bank of Ben Wheeler

It's easy to switch your accounts to First State Bank of Ben Wheeler because we'll help. We'll provide the forms and a check list of simple things to do to close your old account(s), move your direct deposits and transfer automatic payments.

1

Open your First State Bank of Ben Wheeler account(s).

You can start here by printing an [application](#) or visit any First State Bank of Ben Wheeler office to open your account. Questions or need help? Just call us at the location nearest you and ask for new accounts.

2

Stop using your old account.

We'll be happy to safely destroy your old ATM and debit cards and blank checks.

3

Move your direct deposits.

To move direct deposits, download and complete this direct deposit form, include a voided deposit slip or check from your new First State Bank of Ben Wheeler account and mail or deliver to the sources from which you receive direct deposits. To move direct deposits from the government, simply mail the form to the appropriate government agency. Or, for Social Security deposits, just call 1 (800) 772-1213 to complete the change over the phone.

4

Move your automatic payments.

To switch automatic payments to your new accounts, download and send the completed automatic payment form to each business.

5

Close your old account.

Finally, it's time to close your old account(s). To do this, you don't even need to go to your old bank. Just download and send this completed closing form to your old bank and say goodbye. If there is an outstanding balance, they will mail you a check.

What information will I need?

- Your new First State Bank of Ben Wheeler account number.
- Your First State Bank of Ben Wheeler routing number: 111 909 443
- Account numbers and mailing addresses for each company involving an automatic withdrawal. These are usually found on statements from the companies involved.
- Your old bank name, address, and account number.
- Bring proof of your social security number and a valid drivers license or state issued photo ID card.

What else should I know?

- Remember, you need to deposit enough money in your new account to cover all automatic transactions coming due. However, be sure to keep your old account open for a while to allow all outstanding transactions to clear your account. It could take up to two months for some companies to change the automatic transactions.
- Watch your new account to see when each of the automatic transactions appear. Most customers use Online Banking to easily check their account to verify activity.
- You can start new automatic transactions, too. Whether you're moving accounts or simply adding automatic transactions to existing accounts, you may use these same forms.

First-Five Steps to complete:

- **Authorization to Change Direct Deposit**
- **Authorization to Change Automatic Payment**
- **Please close my account**

Still have questions? We can help.

Click on "Contact us" or stop by or call your neighborhood branch.

Ben Wheeler : 903-833-5861

Edom 903-852-7726

Canton: 903-567-7051

Edgewood 903-896-4014

Direct Deposit Change Request

Employer/Company Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Employee ID/Account Number: _____

Personal Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Social Security Number (if necessary): _____

New Bank Account Information

Bank Name: First State Bank of Ben Wheeler

Account Type: Checking Savings

Routing Number: 111 909 443

Account Number: _____

I authorize the above named employer/company to direct deposit into my new bank account. I have included a voided check for your records.

Customer Signature: _____ Date: _____

Automatic Payment Change Request

Company Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Account Number: _____

Personal Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Other: _____

New Bank Account Information

Bank Name: First State Bank of Ben Wheeler

Account Type: Checking Savings

Routing Number: 111 909 443

Account Number: _____

I authorize the above named company automatically debit my new bank account. I have included a voided check for your records.

Customer Signature: _____ Date: _____

Bank Account Closing Request

Bank Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Account Type: Checking Savings

Account Number: _____

Name(s) on Account: _____

Personal Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Other: _____

I have recently changed banks. Please close my account and send any remaining balance to the address on my account.

Customer Signature: _____ Date: _____

Customer Signature: _____ Date: _____