



## **Switching Made Easy with NBA**

**If you are wanting to change banks but don't want the hassle of changing your drafts and direct deposit information; let The National Bank of Andrews do the work for you.**

**Here is what we will need to help you switch:**

**Name listed on your current accounts**

**Physical Address**

**Social Security Number(s)**

**Date of Birth**

**Government picture ID**

**Name of your current financial institution**

**A list of all direct deposits, automatic drafts/payments and or automatic transfers**

**Your most recent bank statement**

**Copies of bills that are automatically drafted from your account**



## **REQUEST AND APPROVAL TO CHANGE AUTOMATIC TRANSFER**

Use this form to notify any bank or companies that you are authorizing your automatic transfer (example: loan payment, insurance payment, transfers to savings account, etc.) to The National Bank of Andrews.

### **FROM**

Name of Bank or Company \_\_\_\_\_

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

Amount of Automatic Transfer \_\_\_\_\_

### **TO**

Name of Institution \_\_\_\_\_

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

Amount of Automatic Transfer \_\_\_\_\_

Schedule/Frequency \_\_\_\_\_

Please use this letter as my authorization to switch the transfer to the below listed account at The National Bank of Andrews.

Institution The National Bank of Andrews

Routing Number 112311713

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

All other information within the transfer should remain the same

Please make this change effective as of (date) \_\_\_\_\_

If you need additional information to complete this change, I can be contacted at (phone #)

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**REQUEST AND APPROVAL TO CHANGE DIRECT DEPOSIT/AUTOMATIC DEPOSITS**

(Use this form to notify any bank or companies that you are authorizing your direct deposit (example: payroll, dividends, royalties etc.) to The National Bank of Andrews.

Name of former Financial Institution \_\_\_\_\_

Old Routing # \_\_\_\_\_

Old Account # \_\_\_\_\_

Name(s) on the Account \_\_\_\_\_

Social Security Number \_\_\_\_\_

National Bank of Andrews Routing # 112311713

National Bank of Andrews New Account # \_\_\_\_\_

I have enclosed a deposit slip to verify my new NBA account number.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## AUTHORIZATION/APPROVAL TO CHANGE AUTOMATIC PAYMENTS/DRAFTS

Use this form to cancel automatic payments/drafts (water, electric, telephone, etc.) from your old financial institution to The National Bank of Andrews before your next payment comes due. Remember to allow sufficient time for the change to take effect.

Name of former financial institution \_\_\_\_\_

Former Bank Routing # \_\_\_\_\_

Former Bank Account # \_\_\_\_\_

Name(s) on Account \_\_\_\_\_

Social Security Number \_\_\_\_\_

I authorize my automatic payment/draft from my new checking account at The National Bank of Andrews.

Name of Company \_\_\_\_\_

My/Our account number with this company \_\_\_\_\_

Amount of Automatic Payment/Draft \_\_\_\_\_

National Bank of Andrews Routing # 112311713

National Bank of Andrews Account # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_



## CLOSING ACCOUNT AUTHORIZATION

Use this form to mail to your former financial institution to notify them that you are closing your account(s) and you are requesting to receive a check for the balance remaining in your account.

Please close my account at:

Name of former financial institution \_\_\_\_\_

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

Name(s) on the account \_\_\_\_\_

Social Security Number \_\_\_\_\_

Please send a check payable to me/us for the remaining balance in the above mentioned account directly to me/us at the address listed below:

Address in care of The National Bank of Andrews 1501 N Main Street Andrews, Texas 79714.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_