

Switch Kit

Make the Switch to Guadalupe Bank.

It's easy to make the switch to Guadalupe Bank. All the forms you'll need to switch your accounts, your direct deposits and automatic transfers and payments are right here. Keep track of everything you need to switch to Guadalupe Bank with our Switch Kit Checklist.

Here is the information we'll need from you to make the switch:

- Name(s) as listed on current accounts
- Physical address (no P.O. Boxes)
- Social Security number(s) / TIN
- Date of Birth for each account holder
- Government picture ID
- Name of your current financial institution
- List of all direct deposits, automatic deposits, automatic payments and/or automatic transfers
- Your most recent bank statement (this helps us ensure we don't forget any automatic drafts)
- Copies of bills that are automatically drafted from your accounts (showing account numbers).

Three simple steps to make the switch!

STEP 1: Choose your Preferred Branch Location –

Meet your Personal Banker and set up your new Guadalupe Bank accounts.

STEP 2: Change your Automatic Deposits & Payments –

Direct Deposits

Change your direct deposits to your new Guadalupe Bank accounts.

Automatic Transfers

Change your automatic transfers to your new Guadalupe Bank accounts.

Automatic Payments

Change your automatic payments and drafts to your new Guadalupe Bank accounts.

STEP 3: Close your old accounts –

Close your old accounts at your former bank.

WELCOME TO GUADALUPE BANK!

SWITCH KIT CHECKLIST

To ensure a smooth transition, please take a moment to review this checklist and make sure you gather everything you need to get started. We'll help you fill out forms and submit additional forms that may be needed by local utility providers, so feel free to ask!

Have you...

Chosen your Banking Center location? Circle your branch location now.

KERRVILLE

1309 Bandera Hwy.
Kerrville, Texas 78028
p: [830.792.1950](tel:830.792.1950)
f: 830.257.1345

INGRAM

1916 Junction Hwy.
Kerrville, TX 78028
p: [830.792.1990](tel:830.792.1990)
f: 830.257.1420

FREDERICKSBURG

1037 Highway 16 South
Fredericksburg, TX 78624
p: [830.997.0035](tel:830.997.0035)
f: 830.997.2547

Have you met your Personal Banker and set up your new Guadalupe Bank accounts?

My Personal Banker is _____

Their email address is: _____@guadalupebank.com

Have you changed your direct deposits to your new account?

Have you changed your automatic drafts and payments to your new account?

Have you changed any automatic transfers (ex checking to savings) to your new account?

Have you closed your old checking and savings accounts at your former bank?



AUTHORIZATION TO CHANGE DIRECT DEPOSIT/AUTOMATIC DEPOSITS

Print and complete this form for **each depositor** with whom you have arranged for direct deposit (ex: payroll, dividends, royalties, retirement funds, etc.) to notify them that you are authorizing the direct deposit to be made to your new Guadalupe Bank account. Please allow sufficient time for this change to be reflected.

My checking account at the following financial institution has been closed:

Name of former Financial Institution _____

Old ABA Routing Number _____

Old Account Number _____

Name(s) on Account _____

Social Security Number(s) _____

Please establish direct deposit into my Guadalupe Bank checking account.

Guadalupe Bank ABA Routing Number: 114925864 | My New Account Number _____

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

Account Holder Signature _____ Date _____

Printed Name _____



REQUEST AND APPROVAL TO CHANGE AUTOMATIC TRANSFER

Print and complete a copy of this form to notify any banks or companies that you are authorizing your automatic transfer (example: loan payment, insurance payment, transfer to brokerage accounts, transfers to savings accounts, etc.) to your new Guadalupe Bank account. This form is recommended for fixed dollar amount transfers.

You are currently making the following automatic transfer on my behalf: \$ _____

FROM Bank Name _____ City, State _____

From Routing # _____ From Account # _____

TO Bank Name _____ City, State _____

To Routing # _____ To Account # _____

Frequency: Daily / Weekly / Biweekly / Monthly / Bimonthly / Annually / Other _____

Please use this letter as authorization to switch the above said transfer to the below listed account.

Institution Guadalupe Bank | Routing Number 114925864 | Account # _____

All other aspects of the transfer should remain the same. Please make this change effective as of (date): _____ . If you need additional information to complete this change, I may be reached at (phone) __ (_____) _____. Thank you!

Account Holder #1 Signature _____ Date _____

Printed Name _____

Account Holder #2 Signature _____ Date _____

Printed Name _____



AUTHORIZATION TO CHANGE AUTOMATIC PAYMENT/DRAFT

Complete this form to cancel automatic payments/drafts (ex: utilities, telephone, etc.) that you make from your former bank account. **Print as many copies as you need and send one to each of the companies with which you have an automatic payment/draft before your next payment is due.** Please allow sufficient time for this change to take effect.

NOTE: Some local utility companies require that we complete their form for this request. Please let us know if you need help with this process, as we are familiar with the companies that require their own special forms be submitted to make changes. Just ask us! We're here to help!

This form is recommended for variable dollar amount transfers. I have closed my checking account at:

Name of former Financial Institution _____

Old ABA Routing Number _____

Old Account Number _____

Name(s) on Account _____

Social Security Number(s) _____

I hereby authorize automatic payment/draft from my new checking account at Guadalupe Bank.

Bank ABA Routing Number: 114925864 | My New Account Number _____

Company to receive this form _____

My/our account number at this company _____

Guadalupe Bank ABA Routing Number: 114925864 | My new Account # _____

Account Holder #1 Signature

Printed Name _____

Date _____

Daytime Phone: _(_____) _____

Account Holder #2 Signature

Printed Name _____

Date _____

Daytime Phone: _(_____) _____



AUTHORIZATION TO CLOSE ACCOUNT

Complete this form and send it to your former bank to notify them that you are closing your account and would like to receive a check for the remaining balance. Please allow time for direct deposits or checks that may already be in process. NOTE: SOME BANKS REQUIRE AN IN-PERSON VISIT TO CLOSE ACCOUNTS.

Print and complete a copy of this form for each checking or savings account you are closing.

Please close my account at: _____
Account # _____ Primary Account Holder Name _____
Secondary Account Holder Name _____
Primary SSN: _____ Secondary SSN: _____

OPTION #1:

___ Please send a check payable to me/us for the remaining balance in the above-described account directly to me/us at this address:

Name(s) as it/they should appear on check: _____

Street Address: _____ Apt. # _____

City, State, ZIP _____

OPTION #2:

___ Please establish direct deposit into my new Guadalupe Bank checking account with ABA Routing Number: 114925864 | My new Account # is _____

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

Signature _____ Date _____

Signature _____ Date _____