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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>KERRVILLE</td>
<td>1309 Bandera Hwy.</td>
<td>830.792.1950</td>
<td>830.257.1345</td>
</tr>
<tr>
<td>INGRAM</td>
<td>1916 Junction Hwy.</td>
<td>830.792.1990</td>
<td>830.257.1420</td>
</tr>
<tr>
<td>FREDERICKSBURG</td>
<td>1037 Highway 16 South</td>
<td>830.997.0035</td>
<td>830.997.2547</td>
</tr>
</tbody>
</table>

___ 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 __________________________