



# Switching Your Accounts is Easy!

Switching banks doesn't have to be a hassle! We have helped many customers move their banking relationship to Texas Gulf Bank, N.A. and we would like to make it easy for you. Just follow these three easy steps and use the **Organizer** found at the end of this packet to follow your progress:

## 1. APPLY FOR YOUR NEW TEXAS GULF BANK, N.A. ACCOUNT.

- Visit your closest Texas Gulf Bank, N.A. branch and open your account. (Please make sure you bring 2 forms of identification. You will find a list of the approved forms of identification in the "Checking" section of our website.)
- You can also fill out the **NewAccountApplication** that is included in this packet and bring it with you to expedite the process.
- To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

**What this means for you:** When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

*Note: Please click on the site's Privacy Policy link and read the information included before providing the bank with any personal information.*

- Not sure which account is right for you? See our "Business Account Comparison Chart" in the "Checking" section of our website for more information.

## 2. MOVE YOUR AUTOMATIC PAYMENTS AND DEPOSITS TO YOUR NEW ACCOUNT.

- We've provided letters in this packet that you can fill out and send to the institutions that debit and credit your old account.

\* **DirectDepositAuthorization**

\* **AutomaticPayment/DepositAuthorization**

*Don't forget those companies that might be using your old debit card information to debit your account. Remember monthly insurance payments, loan payments, utilities, credit card payments, etc.*

## 3. CLOSE YOUR OLD ACCOUNT.

- When all automatic transactions have been switched and all outstanding checks have cleared, use our **AccountClosingLetter** in this packet to notify your old bank to close your account and send any remaining funds to you or to Texas Gulf Bank to be deposited into your new account.

You can check your new Texas Gulf Bank account online to see when your automatic deposits and payments have been switched. To sign up for TGB Online, visit our website at [www.texasgulfbank.com](http://www.texasgulfbank.com) and click on "Enroll Now" on the left side of the homepage under "View My Accounts."

If you have any questions during the process, just call us at 979-297-7211 , 713-595-7400 or toll free at 800-467-7216 and speak to one of our friendly Personal Bankers.

## **IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**

***To help the government fight the funding of terrorism and money laundering activities, the U.S. Patriot Act requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.***

***What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.***



Commercial Account Application

SOLE PROPRIETORSHIP \_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_

FIDUCIARY/ESTATE \_\_\_\_\_ LLC \_\_\_\_\_ OTHER \_\_\_\_\_

\*\*\*\*\*

ACCOUNT TITLE: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_ NUMBER OF SIG REQUIRED \_\_\_\_\_

DBA NAME (if applicable): \_\_\_\_\_

If Sole Proprietorship: Owner's Name: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Street Address if different from above: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

\*\*\*\*\*

**1. Name** \_\_\_\_\_

**2. Name** \_\_\_\_\_

SSN \_\_\_\_\_

SSN \_\_\_\_\_

STATE ID/DL \_\_\_\_\_

ID/DL \_\_\_\_\_

EXP DATE \_\_\_\_\_

EXP DATE \_\_\_\_\_

DOB \_\_\_\_\_

DOB \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

EMAIL \_\_\_\_\_

**3. Name** \_\_\_\_\_

**4. Name** \_\_\_\_\_

SSN \_\_\_\_\_

SSN \_\_\_\_\_

STATE ID/DL \_\_\_\_\_

ID/DL \_\_\_\_\_

EXP DATE \_\_\_\_\_

EXP DATE \_\_\_\_\_

DOB \_\_\_\_\_

DOB \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

EMAIL \_\_\_\_\_

# Direct Deposit Authorization



Complete this form for each company with which you have a direct deposit.

Please Note: If you have social security or other governmental direct deposit, please use the Treasury Department, Standard Form 1199A.

For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, 1-800-772-1213.

Send the direct deposit authorization form to the company\* making the direct deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other governmental direct deposit, see note in left column.

**Staple VOIDED check from your new Texas Gulf Bank Account below:**

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

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

\_\_\_\_\_  
Employer's Name Phone Number

\_\_\_\_\_  
Employee ID Number or Department

**List Account Numbers Below:**

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

\_\_\_\_\_  
Previous Bank Name

113115484

\_\_\_\_\_  
New Texas Gulf Bank Account No. & Routing Transit

Type of Account (check one)     Checking     Savings

**Check Only One:**

A new authorization for Direct Deposit. Not currently using Direct Deposit.

Please change my existing authorization. Transfer automatic payment from my previous bank to Texas Gulf Bank.

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

\*You should use one form for each company.

You may want to keep your previous account open until you are sure all direct deposit transfers are complete

# Automatic Payment/ Deposit Switch Form



Complete and sign one copy of this form for each automatic payment or automatic depositor (other than payroll) and mail to the company or institution that takes the payment or makes the deposit.

This form will notify merchants or financial institutions to redirect automatic payments or automatic deposits (ie CD interest payments) to Texas Gulf Bank. To ensure accuracy, please attach a voided check from your new Texas Gulf Bank Account to each Automatic Payment/Deposit Switch Form that you use.

**Staple VOIDED check from your new Texas Gulf Bank Account below:**

## TO:

Merchant/ Company Name

Merchant/Company Address

City State Zip

## FROM:

Name

Address

City State Zip

Account number

## PLEASE REDIRECT MY:

Automatic Payment      Automatic Deposit

To my new Texas Gulf Bank Checking Account Effective:

Immediately      or Beginning / /

113115484

Account Number

Routing Number

Signature

Social Security/ TAX Identification Number

Daytime Phone Number

You may want to keep your previous account open for 2 months in order to ensure all Automatic Payments and Deposit transfers are complete.

# Existing Account Closing Form

Complete this form and return it to your old bank.

To Whom It May Concern:  
Please close my account described below.

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

\_\_\_\_\_  
Social Security / TAX Identification Number

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

### Check only one:

**No Disbursement of funds is necessary**

The account balance is zero.

I have deposited a check for the balance in my new bank.

**Disbursement of fund is necessary.** Prepare a cashier's check for the balance of my account payable to:

Names on account, and mail to:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Texas Gulf Bank for the benefit of \_\_\_\_\_

Texas Gulf Bank Account Holder's Name

To be deposited in Account Number: \_\_\_\_\_

Mail the cashier's check to:

Texas Gulf Bank  
Customer Service  
1717 N. Velasco  
Angleton, TX 77515

Thank you for your prompt attention to this matter. If you have any questions, I can be reached at the following phone number: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Account Holder Signature

\_\_\_\_\_  
Date

