



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 **New Account Application** 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 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 Dtcpej "Dcprkpi "Ur gekrkuu.

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

