

BUSINESS SWITCHKIT



bank **FNBD**
First National Bank DeRidder
A bank for a new generation!

Interested in banking with a smarter bank?

FNBD has made the process of switching your bank accounts easy!

Simply follow the steps.

1

Open an account with FNBD. Stop by your local FNBD branch! We offer several checking options, and our Customer Service Representatives (CSR) can assist you with finding the account that works best for you. You can make the account opening process faster by completing our Switch Kit Account Holder Information & Survey (*page 2*) prior to coming in the branch.

2

Sign up for Online Banking. Use our Online Banking and convenient Mobile Banking app to help manage the transition to FNBD. Ask your CSR for more information on how to sign up!

3

Stop using your old account. Let the checks you have written clear, making sure to maintain a sufficient balance in the account to cover outstanding checks or any additional payments. Begin using your FNBD account once sufficient funds are deposited.

4

Re-direct your Direct Deposits. Simply complete the Direct Deposit Authorization Change Form (*page 5*), and submit to your employer's Human Resources department or to the applicable company.

5

Change your Automatic Payments or Withdrawals. Use the provided Automatic Payment or Withdrawal Authorization Change Form (*page 6*) to notify applicable parties of your new account information. Make sure to cancel any automatic Bill Pay transactions setup with your former bank and begin using FNBD Online Bill Pay for free.

6

Close your old account. Complete the Account Closing Form (*page 7*), and mail it to your previous financial institution. Once all checks have cleared, direct deposits have transferred, and you see your automatic payments come out of your new FNBD account, make sure to shred any old checks for your security.

Thank you for choosing FNBD! We look forward to serving you.

If you have any questions or concerns during this process, don't hesitate to contact us. Call us toll free at **1-844-OUR-FNBD** (1-844-687-3623) to speak with a Customer Service Representative about opening a checking account.

Switch Kit Commercial Easy-Open Form

Use this worksheet to collect information that will be needed to establish your new banking relationship with FNBD. Please complete the attached form for each authorized signer.

REMINDER: When you visit our banking center, don't forget your Driver's License or government-issued photo ID.

Business Name

Physical Address

Mailing Address

() _____
Business Phone

() _____
Business Fax

Main Contact

() _____
Contact Number

* Authorized Signers:

▶ _____
▶ _____
▶ _____
▶ _____
▶ _____

Additional Items Needed:

- Articles of Organization
- Certificate of State Filing
- Verification of "Good Standing" with the LA Secretary of State

Thank you for choosing to **bankFNBD!** We appreciate the opportunity to serve you.

**Please complete the attached form for each authorized signer.*

Authorized Signer Information Form

Use this worksheet to collect information that will be needed to establish your new banking relationship with FNBD. Please complete this form for each authorized signer.

REMINDER: When you visit our banking center, don't forget your Driver's License or government-issued photo ID.

First Name Middle Name Last Name

Social Security Number Date of Birth

Physical Address

Mailing Address

() Phone Number () Business Phone

Main Contact () Contact Number

Employer Occupation/Title

Email Address

Driver's Licence # Issuing State

Issue Date Expiration Date

Thank you for choosing to **bankFNBD!** We appreciate the opportunity to serve you.

Switch Kit Account Holder Information & Survey

Use this worksheet to collect information that will be needed to establish your new banking relationship with FNBD. Please complete this form for each additional joint owner on the account.

REMINDER: When you visit our banking center, don't forget your Driver's License or government-issued photo ID.

First Name Middle Name Last Name

Address Apt No.

City State Zip Code

Social Security Number Date of Birth Mother's Maiden Name

Phone Numbers: Home Cell Work

Employer Email Address

What banking products and services do you have with your current institution?

- Checking Savings Money Market Christmas Club Certificate Deposit
 IRA Debit Card E-Statements Online Banking Bill Pay Mobile Banking
 Credit Card Home Equity LOC Personal LOC Overdraft LOC Other: _____

What additional products and services would you like to use or learn more about?

- Checking Savings Money Market Christmas Club Certificate Deposit
 IRA Debit Card E-Statements Online Banking Bill Pay Mobile Banking
 Credit Card Home Equity LOC Personal LOC Overdraft LOC Other: _____

Your New FNBD Account Information

Financial Institution Information

First National Bank DeRidder
131 N. Washington St.
P.O. Box 700
DeRidder, LA 70634

Routing/Transit Number 065200997

New Account Numbers and Card Numbers

(We'll help you complete this section when you open your account.)

Checking

Savings

Money Market

Other

Debit Card Number

Expiration Date

Credit Card Number

Expiration Date

Have your CSR attach a business card here.

Your FNBD Switch Kit Checklist

▶ AUTOMATIC PAYMENTS/DRAFTS

- Mortgage/Rent
- Auto Loan
- Credit Card
- Auto Insurance
- Life Insurance
- Utilities
- Cable/TV
- Cell Phone
- Internet
- Fitness Club
- Tuition
- Childcare
- Investments
- IRA/Retirement
- Other _____
- Other _____
- Other _____
- Other _____

▶ DIRECT DEPOSITS

- Direct Deposits:
- Payroll
- Pension/ Retirement
- Social Security
- Investment Income
- Other _____
- Other _____
- Other _____
- Other _____

Direct Deposit Authorization Change Form

Date _____
To _____ (Employer/Company)
Attn: Human Resources/ Payroll Department

_____ (Address Line 1)
_____ (Address Line 2)

Primary Account Holder

_____ (Name)
_____ (Address Line 1)
_____ (Address Line 2)

Secondary Account Holder

_____ (Name)
_____ (Address Line 1)
_____ (Address Line 2)

Use this form to change your direct deposit account to FNBD.

We recommend attaching a voided check from your new FNBD account with this request.

Note: *Your employer or provider may have their own form required to authorize the account change.*

To whom it may concern:

Please change the account on record for my direct deposit.
You are currently depositing my entire paycheck, part of my paycheck, or a type of payment into the following account:

Old Bank _____
Old Routing # _____
Old Account # _____

Please begin making these automatic deposits into my new FNBD bank account:

New Bank First National Bank DeRidder
New Routing # 065200997
New Account # _____

Thank you, and if you have any questions about this request, please contact me at the number below.

Name _____
Signature _____
Address _____

Phone # _____

Automatic Payment or Withdrawal Authorization Change Form

Date _____
To _____ (Company)
Attn: Billing/ Accounts Receivable

(Address Line 1)
(Address Line 2)

Primary Account Holder

(Name)
(Address Line 1)
(Address Line 2)

Secondary Account Holder

(Name)
(Address Line 1)
(Address Line 2)

Use this form to change your automatic payments to come out of your FNBD account.

We recommend attaching a voided check from your new FNBD account with this request.

Note: *Your provider may have their own form required to authorize the account change.*

To whom it may concern:

I have recently changed to FNBD. You are currently debiting my account for the following payment:

Reference # _____
Payment Amt _____
Payment Date _____
Frequency _____

Please stop making withdrawals from the following account effective ____/____/____:

Old Bank _____
Old Routing # _____
Old Account # _____

And begin debiting payments from my new FNBD account:

New Bank First National Bank DeRidder
New Routing # 065200997
New Account # _____
Account Type Checking Savings

Thank you, and if you have any questions about this request, please contact me at the number below.

Printed Name _____
Signature _____
Phone # _____

Account Closing Form

Date _____
To _____ (Bank Name)
_____ (Address Line 1)
_____ (Address Line 2)

Primary Account Holder
_____ (Name)
_____ (Address Line 1)
_____ (Address Line 2)

Secondary Account Holder
_____ (Name)
_____ (Address Line 1)
_____ (Address Line 2)

Use this form to close out your old accounts. To close multiple accounts, we recommend completing a form for each.

Make sure all outstanding checks have cleared and that all direct deposits and payments have been setup for your new FNBD account prior to closing your accounts.

To whom it may concern:

Please accept this form as my authorization to close the account listed below with your institution:

Account # _____

Account Type Checking Savings CD Money Market

Please send a check in the amount of my account balance plus any accrued interest to my attention at the address on file. Thank you, and should you have any questions or concerns, you may contact me by phone at the number provided below.

Account Holder _____

Signature _____

Phone # _____