

# HONDO NATIONAL BANK SWITCH KIT

**Interested in switching your accounts to Hondo National Bank but not sure where to start?** Use our helpful switch kit with simple instructions to help you seamlessly transition to a new HNB account. Just follow the simple steps to get started. If you need assistance at any time throughout the transition, please call any of our branch locations and a Customer Service Representative will gladly assist you.

We have four convenient locations in South Central Texas including:

|                |                          |              |
|----------------|--------------------------|--------------|
| <b>Hondo</b>   | 1112 18 <sup>th</sup> St | 830-426-3355 |
| <b>Bandera</b> | 355 State Hwy 16 South   | 830-796-3333 |
| <b>Uvalde</b>  | 727 E Main               | 830-278-8765 |
| <b>Leakey</b>  | 410 S US Hwy 83          | 830-232-4553 |

**We welcome you to the HNB Family!**



Member FDIC



## Switch Your Account With the Following Easy Steps:

- 1. Open a new Hondo National Bank account.** Visit any of our branch locations to open a new account. Please remember to bring your current photo ID and your Social Security Number to account opening.
- 2. Get Organized:** Gather all information from your prior account, stop writing checks and using your debit or ATM card. Review your last statement to gather all direct deposits and automatic payments. Use our helpful checklist on page 3 with this step.
- 3. Begin using your new Hondo National Bank Account:** Use your new account as soon as possible. Be sure to leave sufficient funds in your old account until all checks and debits have cleared. Do not close your old account until you complete steps 4 and 5.
- 4. Set-up Direct Deposit:** If applicable, prepare to move all direct deposits to your new account. Use the form on page 4 to assist with this process. *NOTE: You may be asked to fill out additional paperwork by the party making the deposit.* Social Security Direct Deposit must be transferred directly by calling 1-800-772-1213 or online at [www.ssa.gov/deposit](http://www.ssa.gov/deposit)
- 5. Transfer Automatic Payments:** Use the helpful checklist on page 3 with this step. Use the form on page 5 to request the changes. If you have loans or additional accounts with Hondo National Bank you may consider setting up automatic transfers.
- 6. Online Bill Payments:** You will need a record of your payee information (name, address, phone number, account number, etc) to establish Bill Payment services through Hondo National Bank. We suggest you print a copy of each existing payee screen as a reference tool for entering your payees in our HNB online banking bill pay product.
- 7. Close your old account:** Once you have everything switched and are certain all checks and debits have cleared the account, use our form on page 6 to close your old account. Once the account is closed, remember to destroy any old checks or debit/ATM cards. It is a good idea to keep bank statements for 7 years for your record keeping.

# SWITCH KIT checklists



## Direct Deposit Checklist

| Payment         | Company | Account # | Amount | Date of Payment |
|-----------------|---------|-----------|--------|-----------------|
| Payroll 1       |         |           |        |                 |
| Payroll 2       |         |           |        |                 |
| Social Security |         |           |        |                 |
| Annuity         |         |           |        |                 |
| Other           |         |           |        |                 |

## Automatic Payment Checklist

| Payment            | Company | Account # | Amount | Date of Payment |
|--------------------|---------|-----------|--------|-----------------|
| Mortgage/Rent      |         |           |        |                 |
| Auto Loans         |         |           |        |                 |
| Personal Loans     |         |           |        |                 |
| Auto Insurance     |         |           |        |                 |
| Property Insurance |         |           |        |                 |
| Life Insurance     |         |           |        |                 |
| Health Insurance   |         |           |        |                 |
| Credit Card 1      |         |           |        |                 |
| Credit Card 2      |         |           |        |                 |
| Utility 1          |         |           |        |                 |
| Utility 2          |         |           |        |                 |
| Cable/TV           |         |           |        |                 |
| Internet           |         |           |        |                 |
| Cell Phone         |         |           |        |                 |
| Home Phone         |         |           |        |                 |
| Other              |         |           |        |                 |
| Other              |         |           |        |                 |
| Other              |         |           |        |                 |

# SWITCH KIT



## Direct Deposit Change

|                                     |
|-------------------------------------|
| Payor's Name: _____                 |
| Payor's Address: _____              |
| City: _____ State: _____ Zip: _____ |

|                                     |
|-------------------------------------|
| My Name: _____                      |
| Address: _____                      |
| City: _____ State: _____ Zip: _____ |
| Phone: _____ Cell: _____            |

I have recently changed banks and wish to have my Direct Deposit moved to Hondo National Bank.

*Please change my Direct Deposit from:*

Old financial institution: \_\_\_\_\_

Old account number: \_\_\_\_\_

Old routing number: \_\_\_\_\_

*To my NEW Account:*

Hondo National Bank account number: \_\_\_\_\_

Hondo National Bank routing number: 114903174

EFFECTIVE: \_\_\_/\_\_\_/\_\_\_

I hereby authorize you to change my Direct Deposit. If you have any questions, please contact me at the above number. Thank you.

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

# SWITCH KIT



## Automatic Payment or Withdrawal Change

|                                  |
|----------------------------------|
| Amount of Payment:_____          |
| Company Name:_____               |
| Company Address:_____            |
| City:_____ State:_____ Zip:_____ |

|                                  |
|----------------------------------|
| My Name: _____ Account # _____   |
| Address:_____                    |
| City:_____ State:_____ Zip:_____ |
| Phone:_____ Cell:_____           |

I have recently changed banks and wish to have my automatic withdrawal taken from Hondo National Bank.

*Please change my automatic withdrawal from:*

Old financial institution:\_\_\_\_\_

Old account number:\_\_\_\_\_

Old routing number:\_\_\_\_\_

*To my NEW Account:*

Hondo National Bank account number:\_\_\_\_\_

Hondo National Bank routing number: 114903174

EFFECTIVE: \_\_\_/\_\_\_/\_\_\_\_\_

I hereby authorize you to change my automatic withdrawal. If you have any questions, please contact me at the above number. Thank you.

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

# SWITCH KIT



## Account CLOSE-OUT

Date: \_\_\_\_\_

Attn: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

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

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

## Authorization

I have recently changed banks and wish to have my account closed.

Account # \_\_\_\_\_

Name on Account: \_\_\_\_\_

Social Security # \_\_\_\_\_

Please send a check in the amount of my account balance plus any accrued interest to the following address:

Name: \_\_\_\_\_

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

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

If you should have any questions regarding this transaction, please call me directly at: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_