



# Switch Kit

**WE'RE MORE THAN JUST A BANK... WE'RE YOUR BANK!**

Let us help you get started on making the switch to First Bank & Trust Co.! This Switch Kit was created to help ensure your transition is as seamless and stress free as possible!

**Thank you for choosing First Bank & Trust Co. as your bank!**

Quick Reference Information			
Former Account Number		New FBTC Account Number	
Former Routing Number		New FBTC Routing Number	

**Step 1:** Open your First Bank & Trust Co. account.

**Step 2:** Identify all automatic deposits and/or recurring deductions.

**Step 3:** Complete the Automatic Deposit Authorization and Automatic Deduction Authorization forms and provide them to the appropriate companies. Another option might be to manually update your account information through the company's website.

**Step 4:** Stop all use of your former account to ensure all recurring transactions have cleared prior to closing. Once you're ready, complete the Closed Account Request Form and provide it to your former financial institution.

*Some companies may require additional information other than what is included in this switch kit.*

To change your Social Security Deposit, visit [www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1213.

Questions? Contact us at 1.877.967.BANK or [www.fb247.com](http://www.fb247.com)



## IDENTIFY ALL AUTOMATIC DEPOSITS AND RECURRING DEDUCTIONS

\*Tip: Use your latest bank statement to help determine which items are automatically deducted from your checking account vs. from your debit card.

<b>AUTOMATIC DEPOSITS</b>	<b>Company</b>	<b>Account #</b>	<b>Date of Deposit</b>
Employee Payroll			
Pension/Retirement Plan			
Social Security			
Investment Incomes			
Other:			
Other:			
Other:			
Other:			

<b>AUTOMATIC DEDUCTIONS</b>	<b>Company</b>	<b>Account #</b>	<b>Payment Date</b>
Mortgage/Rent			
Auto Loans			
Home Insurance			
Car Insurance			
Credit Card(s)			
Household Utilities			
T.V. Streaming Services/Cable			
Cell Phone			
Internet			
Health Club			
Shopping Apps			
Investments			
IRA/Retirement			
Charities			
Daycare			
Other:			
Other:			
Other:			
Other:			



## REQUEST TO SWITCH AUTOMATIC DEPOSIT INFORMATION

Please accept this form as written notification to switch my automatic and/or recurring deposit information to First Bank & Trust Co.

Name	
Change Effective Date	
Company	
Account Number	

*Please remove the below information:*

Bank Name	
Account Number	
Routing Number	

*Please add the below information:*

Bank Name	First Bank & Trust Co.
Account Type	
Account Number	
Routing Number	103102106
Bank Address	P.O. Box 580
Bank City, State, Zip	Duncan, OK 73534
Bank Phone Number	877.976.2265

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

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



## REQUEST TO SWITCH AUTOMATIC DEDUCTION INFORMATION

Please accept this form as written notification of my intent to switch my automatic and/or recurring deduction information to First Bank & Trust Co.

Name	
Change Effective Date	
Company	
Account Number	

*Please remove the below information:*

Bank Name	
Account Number	
Routing Number	

*Please add the below information:*

Bank Name	First Bank & Trust Co.
Account Type	
Account Number	
Routing Number	103102106
Bank Address	PO Box 580
Bank City, State, Zip	Duncan, OK 73534
Bank Phone Number	877.976.2265

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

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



## ACCOUNT CLOSE FORM

Please accept this form as written notification of my intent to close the following account(s) at your institution.

Account Number	
Account Number	
Account Number	

Account Number	
Account Number	
Account Number	

**Please send the remaining balance to:**

Issue check directly to First Bank & Trust Co. in my care.

First Bank & Trust Co.  
PO Box 580  
Duncan, OK 73534  
877.976.2265

Issue check directly to my address listed below.

Name	
Address	
City, State, Zip	
Phone Number	

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

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