



Keep It “SIMPLE” Switch Kit

Upgrading has never been easier!

Set up your Business Bank of Texas checking account. Once your account is open, you can start taking advantage of our many products, such as: Remote Deposit Capture (Virtual Teller™), Online Banking Services, Bill Pay, and Merchant Services Program to accept credit/debit card payments from your customers.

Inforn everyone of the change. Use Business Bank of Texas simple switch Payroll Direct Deposit Authorization Form to simplify this move. Directions for completing the form and helpful phone numbers for Social Security, the Department of Veterans Affairs, and the Railroad Retirement Board are included.

Move your automatic payments and/or withdraws to your new Business Bank of Texas account. Use the simple Switch Payments/Deposit Switch Form to make this process easy.

Pay your bills on line with Business Bank of Texas Bill Pay. We designed our Bill Pay features to enhance the business owner’s experience. We have included a simple switch Bill Pay Worksheet to guide you through the set-up.

Let your previous bank know that you would like to close your old account. Use the switch kit Account Closer Form to make this a simple request.

Enjoy your new banking relationship with Business Bank of Texas.

Visit us online at www.businessbankoftexas.com



¹ Securities products are NOT FDIC Insured, are NOT guaranteed by Business Bank of Texas, N.A., are NOT products of Business Bank of Texas, N.A., and may involve risk to principal amount invested





Personal New Account Checklist

Use this checklist to help you remember which direct deposits and automatic payments you can now schedule with Business Bank of Texas.

Direct Deposits, Payroll and Government Checks:

- Payroll
- Social Security
- Investments
- Other
- Retirement Plans

Automatic Payments:

- Mortgage/Rent
- Home Equity Loans
- Health Insurance
- Car
- Water Company
- Gas & Electric
- Online Services
- Cell Phone(s)
- Insurance
- Subscriptions
- Auto Loans
- Student Loans
- Life Insurance
- Credit Cards
- Other
- Cable/Satellite TV
- Telephone
- Club Memberships
- Charitable Contributions

New Account Number

Routing Number 114925615

Business New Account Checklist

Use this checklist to help you remember which direct deposits and automatic payments you can now schedule with Business Bank of Texas.

Direct Deposits, Payroll and Government Checks:

- Payroll
- Merchant Services
- Other

Automatic Payments:

- Mortgage/Rent
- Internet Provider
- Life Insurance
- Credit Cards
- Other
- Gas & Electric
- Telephone
- Club Memberships
- Charitable Contributions
- Auto Loans
- Health Insurance
- Car/Equipment
- Water Company
- Cable/Satellite TV
- Cell Phone(s)
- Insurance
- Subscriptions

Cash Management, Products and Services:

- Remote Deposit Capture (Virtual Teller™)
- Apply for Business Bank of Texas Merchant Services Program
- Apply for a Business Bank of Texas Business Credit Card
- Order Checks
- Enroll for Business Bank of Texas Online Banking
- Set up Payroll Debt Card Program

New Account Number

Routing Number 114925615



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Bill Pay Worksheet

Use the Business Bank of Texas switch kit Bill Pay Worksheet to identify all of the payees that you would like to enter into our convenient and easy to use online Bill Pay service. Make additional copies of this worksheet as necessary to help you manage your online bill payments.

Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

Payee	Address	
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Account Description		



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Direct Deposit Authorization

Use this form to notify any company making automated deposit into your current checking or savings account. For payroll deposits, take this form to your Human Resources Department. You may also complete Treasury Department Standard Form 1199A to request an automatic deposit change for Social Security or other government payments. **Make sure to attach a voided check to this form.**

Social Security
800-772-1213
www.ssa.gov

Department of Veteran Affairs
877-838-2778
www.va.gov

Railroad Retirement Board
800-808-0772
www.rrb.gov

Personal and Business Information:

First Name _____ Last Name _____
 Street Address _____
 City _____ State _____ Zip _____
 Home Telephone _____ Business Telephone _____
 Social Security/TIN _____ Employee ID (if applicable) _____

Old Account Information:

Account Type: Checking Savings
 Previous Bank Name (if applicable) _____ Previous Account Number (if applicable) _____
 Net Pay Percentage (0% – 100%) _____ Amount \$ _____

New Account Information:

Account Type: Checking Savings
 New Bank Business Bank of Texas, N.A. New Routing Number 114925615
 New Account Number _____ Effective Date _____
 Net Pay Percentage (0% – 100%) _____ Amount \$ _____

Signature _____ Printed Name _____ Date _____



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Direct Payment/Deposit Change Request

Complete this form for each automatic payment you have. Mail the form to the appropriate company or organization that is responsible for processing your automatic payment. A separate form for each request must be completed. Make additional copies as necessary.

Business Information:

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Personal Information:

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Department or ID Number _____

New Bank Account Information:

Redirect my: Automatic Payment Automatic Deposit

To my new Business Bank of Texas checking account effective: Immediately On this Date (mm/dd/yyyy) _____

Routing Number 114925615 Account Number _____

Social Security/Tax ID _____ Daytime Telephone _____

Signature _____ Printed Name _____ Date _____



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Account Closure

Complete this form and mail it to your previous bank(s). This will help ensure your old bank account(s) is closed and all funds are transferred to your new Business Bank of Texas account. Allow 1-2 months for all checks to clear and all automatic transactions to be setup with your new Business Bank of Texas, account. A separate form for each request for each request must be completed. Make additional copies as necessary.

Personal Information:

First Name	Last Name	
Street Address		
City	State	Zip
Account Number	Account Type	
Social Security/Tax ID		

Check the appropriate boxes:

- No disbursement of funds is necessary.
 - I have taken the balance of my account to zero.
 - I have deposited a check into my new account for the remaining account balance.
- Send me a check for the remaining balance of my account payable to:

First Name	Last Name	
Street Address		
City	State	Zip

Signature	Printed Name	Date
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Signature	Printed Name	Date
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Credit Card Merchant Service Transfer

Use this form to notify your current credit card merchant service provider of your new account number with Business Bank of Texas. Ask us about our Credit Card Merchant Service program. We may be able to save you money.

Personal and Business Information:

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Home Telephone _____ Business Telephone _____

Social Security/TIN _____

This letter serves as the request to have the credit card merchant services truncations switched to my account at Business Bank of Texas, N.A.

Old Account Information:

Account Type: Checking Savings

Previous Bank Name (if applicable) _____ Previous Account Number (if applicable) _____

Please redirect payment to my account at Business Bank of Texas, N.A. as follows:

New Account Information:

Account Type: Checking Savings

New Bank Business Bank of Texas, N.A. New Routing Number 114925615

New Account Number _____ Effective Date _____

Signature _____ Printed Name _____ Date _____

Signature _____ Printed Name _____ Date _____



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