



## Keep It “SIMPLE” Switch Kit

Upgrading has never been easier!

**S**et 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.

**I**nforn 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.

**M**ove 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.

**P**ay 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.

**L**et 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.

**E**njoy your new banking relationship with Business Bank of Texas.

Visit us online at [www.businessbankoftexas.com](http://www.businessbankoftexas.com)



<sup>1</sup> 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:

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Payroll         | <input type="checkbox"/> Investments | <input type="checkbox"/> Retirement Plans |
| <input type="checkbox"/> Social Security | <input type="checkbox"/> Other       |   |

### Automatic Payments:

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

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:

- |                                  |  |                                |
|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Merchant Services | <input type="checkbox"/> Other |
|----------------------------------|--|--------------------------------|

### Automatic Payments:

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

### Cash Management, Products and Services:

- |   |   |
|---|---|
| <input type="checkbox"/> Remote Deposit Capture (Virtual Teller™)                   | <input type="checkbox"/> Order Checks                                     |
| <input type="checkbox"/> Apply for Business Bank of Texas Merchant Services Program | <input type="checkbox"/> Enroll for Business Bank of Texas Online Banking |
| <input type="checkbox"/> Apply for a Business Bank of Texas Business Credit Card    | <input type="checkbox"/> 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		

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Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

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Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

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Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

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Payee	Address	
City	State	Zip
Phone Number	Account Number	
Account Description		

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Payee	Address	
City	State	Zip
Phone Number	Account Number	
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 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 you 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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