



HOME
NATIONAL
BANK'S
**4 STEP SWITCH
KIT**

Thank you for choosing to make the switch to Home National Bank. We are proud to be a community bank serving our local area.

We've made making the switch from your old bank to HNB EASY. Follow these simple steps to complete the switch.

STEP 1 - OPEN YOUR NEW ACCOUNT

Stop by any of our branch locations and one of our Personal Bankers will be happy to help you through the process of opening a new account. When opening a new account, please be sure to have the following personal information available:

- Name
- Address
- Date of birth
- Official Photo ID (Drivers license, passport, state issued ID)
- Verification of current address if not on ID (utility bill)
- Social Security Number (no card necessary)
- Joint Account Owner's Information (if applicable)

STEP 2 - SWITCHING AUTOMATICS TO YOUR NEW ACCOUNT

Direct deposits are funds that automatically deposit into your account such as payroll, social security, retirement, pension payments, etc. Automatic withdrawals are funds that automatically come out of your account such as loan payments or credit card payments.

1. Record any automatic deposits and/or withdrawals that you have to be rerouted to your new account at Home National Bank. Use our Accounts and Amounts Organizer to help you. (Attached at the end of this kit).

2. Contact these companies and give them your new banking information for direct deposit or withdraw. Use our Deposit Change Request and/or Automatic Withdrawal form to help you. (Attached at the end of this kit).

Note that these companies will likely have additional forms for you to fill out.

3. Once you have this list made and companies contacted, keep track of what companies have confirmed the account change request and the dates they expect to update your new bank information.

STEP 3 - STOP USING YOUR OLD ACCOUNT & MONITOR FOR 2 MONTHS

Not using your old account, allows time for your checks to clear and automatic deposits and/or withdrawals to be switched. You can monitor activity knowing you haven't made any transactions.

It is recommended to monitor your account, after you have made all automatic deposit and withdrawal changes, for 2 months.

STEP 4 - CLOSE YOUR OLD ACCOUNT

Once you've confirmed that all of your Automatic/Direct Deposits and Automatic Payments/Debits are correctly going into, and coming out of your new account at Home National Bank, you're ready to close your old one. Use our Account Closing Letter to inform your old bank. (Attached at the end of this document).

Please note however that your old bank will require you to fill out additional forms to close your account.

ACCOUNTS & AMOUNTS ORGANIZER

Use this form to keep track of any automatic deposits and/or withdrawals that are currently set up with your old bank account. This checklist will make it easier to set up those same deposits and withdrawals with your new account at Home National Bank. Refer to your last 2 bank statements in order to verify the deposit / withdrawal information.

AUTOMATIC DEPOSITS

List all automatic deposit sources such as payroll from your employer, social security, or CD interest payments.

Please contact these companies directly to request an automatic deposit change.

Deposit Source	Account Number	Date	Deposit Amount

AUTOMATIC WITHDRAWALS & PAYMENTS

List all automatic withdrawal and payment sources such as loans or credit card payments.

Please contact these companies directly to request an automatic withdrawal or payment change.

Deposit Source	Account Number	Date	Deposit Amount

If you have questions, please speak with any Home National Bank personnel, we would be happy to assist you.

DEPOSIT CHANGE REQUEST

Use this form to send to companies that directly deposit into your current account, to let them know you have switched bank accounts to Home National Bank. If you have more than one deposit, print additional forms as needed.

PLEASE CHANGE ACCOUNTS FOR MY DIRECT DEPOSIT

Date:_____

Company Making Direct Deposit:_____

Address:_____

City:_____

State:_____ ZIP Code:_____

To Whom it May Concern:

You are currently depositing a payment to me into the following account:

Old Bank:_____

Routing Number:_____

Account Number:_____

Please start making this automatic deposit into my new account.

New Bank: Home National Bank

Routing Number: 044208512

Account Number:_____

Sincerely,

Signature:_____

Printed Name:_____

Address:_____

City:_____ State:_____ ZIP Code:_____

WITHDRAWAL CHANGE REQUEST

Use this form to send to companies that automatically withdrawal from your current account, to let them know you have switched bank accounts to Home National Bank. If you have more than one automatic withdrawal, print additional forms as needed.

PLEASE CHANGE ACCOUNTS FOR MY AUTOMATIC WITHDRAWAL

Date: _____

Company Making Automatic Withdrawal: _____

Address: _____

City: _____

State: _____ ZIP Code: _____

To Whom it May Concern:

You are currently withdrawaling from the following account:

Old Bank: _____

Routing Number: _____

Account Number: _____

Please start making this automatic withdrawal from my new account.

New Bank: Home National Bank

Routing Number: 044208512

Account Number: _____

Sincerely,

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

ACCOUNT CLOSING LETTER

Use this form to mail to your current bank to close your account after all automatic deposits and/or withdrawals are moved to your new Home National Bank Account.

Bank _____

Customer Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Customer Account Number: _____

To whom it may concern: Please close this account referenced above and send the remaining balance and any unpaid interest to my new Financial Institution.

New Bank: Home National Bank

New Routing Number: 044208512

New Account Number: _____

Sincerely,

Signature: _____

Printed Name: _____