

Quick and Simple Steps to “SWITCH to CSB”

Citizens State Bank, Sealy, TX 77474

Would you like to open a checking account at Citizens State Bank? Making the “SWITCH” to become a new customer at Citizens State Bank is quick and simple. If you currently have automatic debits and/or credits being transferred to or from your existing account, we will be happy to assist you in making the “SWITCH.” These following steps are quick and simple.

1. **Open your new account with us!** Come in and let one of Customer Service Representatives assist you!
2. **Stop using your current account!** However, leave it open until all your checks have cleared and your Direct Deposit(s) and Preauthorized Payments have been changed over to your new account.
3. **Stop Direct Deposits from going to your current bank account!** You must provide your new account number and our bank routing number to each company making deposits to your account by contacting them. For government benefits, you may call directly to:

Social Security Administration – 1-800-772-1213
Department of Veterans Affairs - 1-800-827-1000
Office of Personnel Administration – 1-888-767-6738
4. **Stop Preauthorized Payments from being deducted from your current account!** You must notify each company that you have authorized to deduct payments from your account and give them your new account information either by phone or in writing.
5. **Close your current account!** You may close your account once all your checks, automatic payments and direct deposits have cleared.

If you have any questions about making the “SWITCH”, please stop by our office or call one of our Customer Service Representatives at 800-222-4252 and they will be happy to assist you. We have attached an Authorization Change Form for your convenience. You may make a copy for each company you need, complete the requested information, and bring in to our office.

“SWITCH” TO CSB

AUTHORIZATION CHANGE FORM

(Please Print)

Please complete this form for each company with whom you have arranged an automatic payment(s).

My/Our current checking account information:

I.

Current Financial Institution Name

Current Checking Account Number

Date of Payment

Account Name

II.

Company Name

Company Address

Phone Number

Account Number at Company

I/We hereby revoke the authorization with the above named company to initiate the preauthorized payment from or debit entry to my/our account at the above named institution. I/We authorize the above named company to initiate a debit entry to my/our account identified below at the financial institution named below for the purpose of accomplishing the preauthorized payment identified above.

My/Our New Checking Account Information:

Citizens State Bank Sealy Texas

1131 0427 5

Bank Name

Bank Routing Number

New Checking Account Number

Daytime Phone Number

Signature

Date