

Easy Switch Kit

Great news! Switching to First Exchange Bank is easy! Everything you need to move your account is right here – no hassle! Just follow these three easy steps:

Step 1: Ask your previous bank to close your checking account. Simply fill out the **Checking Account Closure Form** provided and take or mail it to your current bank. This form allows you to specify the date you want your account closed and where you want your remaining balance sent.

Step 2: If you would like to take advantage of the convenience and benefits of direct deposit with your new account at First Exchange Bank, no problem! Just fill out the **Direct Deposit Change Form** and give it to your employer. This form tells your employer everything they need to know about where to send your direct deposit and the effective date you want it to take place.

Step 3: If you presently have payments automatically deducted from your checking account, or wish to initiate this service through your new account at First Exchange Bank, it's easy! Simply fill out the **Automatic Payment Change Form** and forward it to those companies who automatically draft your checking account on a regular basis. They will change their records to start drafting your First Exchange Bank checking account on the date you specify.

Benefits of First Exchange Bank Checking:

- **FREE Mobile App****
- **FREE Online Banking**
- **FREE Visa Debit Card****
- **FREE First Order of Checks****
- **FREE Text Message Banking* ****
- **NO Minimum Balance Requirements****

*Message and data rates may apply

**Ask for full details



CHECKING ACCOUNT CLOSURE FORM

Date: _____ Name: _____

Current Financial Institution: _____

Address: _____

Account # Being Closed: _____ New Account # _____

New Financial Institution Name: First Exchange Bank Address: 1 Heritage Way, White Hall, WV 26554
Attention: New Accounts Telephone: 304-534-7200

I hereby authorize the closure of my account effective (date): _____

Social Security # _____ Signature: _____

PLEASE SEND THIS TO THE FINANCIAL INSTITUTION
THAT CURRENTLY HAS YOUR CHECKING ACCOUNT

DIRECT DEPOSIT CHANGE FORM

Date: _____ Name: _____

Name of Employer: _____

Employer's Address: _____

PREVIOUS Financial Institution: _____

Address: _____

Previous Account # _____

New Financial Institution Name: First Exchange Bank Address: 1 Heritage Way, White Hall, WV 26554

New Account # _____ Routing # for new bank: 051501354 Telephone: 304-534-7200

I hereby authorize direct deposit to my account effective (date): _____

Social Security # _____ Signature: _____

PLEASE SEND THIS TO YOUR PRESENT EMPLOYER
Please Note: Your employer may require you to complete additional forms.

AUTOMATIC PAYMENT CHANGE FORM

Date: _____ Name: _____

Company Address: _____

PREVIOUS Financial Institution: _____

Address: _____

Previous Account # _____

New Financial Institution Name: First Exchange Bank Address: 1 Heritage Way, White Hall, WV 26554

New Account # _____ Routing # for new bank: 051501354 Telephone: 304-534-7200

I hereby authorize automatic payment to my account effective (date): _____

Social Security # _____ Signature: _____

PLEASE SEND THIS TO THE COMPANY
THAT RECEIVES YOUR ELECTRONIC PAYMENT