

TRANSACTION CHECKLIST

ORGANIZE YOUR DIRECT DEPOSITS AND AUTOMATIC PAYMENTS

Gather your most recent statements from your previous financial institution – perhaps a couple of months' worth. It may also be helpful to have available statements for utilities, loans, or other payments you had set up with your previous account.

DIRECT DEPOSITS: List all direct deposits to your account(s).
(Include employer payroll, social security, pension/retirement, investment/brokerage, or other.)

Deposit Type	Company/Institution Name	Account Number	Amount	Date

AUTOMATIC PAYMENTS/TRANSFERS: List all withdrawals from your account(s).
(Include utility bills, insurance, loan payments, credit card payments, or other.)

Withdrawal Type	Company/Institution Name	Account Number	Amount	Date

Former Account Activity Tracking

You will want to monitor activity on your previous account(s) to make sure that all checks, deposits, automatic payments, and debit card transactions have cleared prior to closing the account(s).

DIRECT DEPOSIT AUTHORIZATION FORM

ATTENTION:

(Enter the company you want deposits from here.)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

FROM:

(Enter your personal information here.)

CUSTOMER NAME		
CUSTOMER ADDRESS		
CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER (if required)		PHONE NUMBER

Note: For Social Security deposits, a First State Bank representative can assist you in calling the Social Security Administration at 800.333.1795 or signing up online at ssa.gov/deposit.

To Whom it May Concern,

I have recently switched financial institutions. Effective upon receipt of this request, please stop making deposits into my old account and begin making them to my new First State Bank account listed below.

NEW ACCOUNT INFORMATION:

(Enter your new First State Bank account information here.)

FIRST STATE BANK ROUTING NUMBER	111921777	
ACCOUNT NUMBER	Checking	Savings
ACCOUNT NUMBER	Checking	Savings
SIGNATURE	DATE	

DEPOSIT: Total Amount \$ _____ into first account listed above

DEPOSIT: Total Amount \$ _____ into second account listed above

** Be sure to include a voided First State Bank check or blank deposit slip when you present this form. A temporary check received when you open your account will work fine.*

AUTOMATIC PAYMENTS

AUTOMATIC PAYMENT AUTHORIZATION FORM

ATTENTION:

(Enter the company you want payments directed to here.)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

FROM:

(Enter your personal information here.)

CUSTOMER NAME		ACCOUNT NUMBER
CUSTOMER ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		

To Whom it May Concern,

I have recently switched financial institutions. Please redirect automatic payments from my old account and begin withdrawing them from my new First State Bank account listed below.

EFFECTIVE:

Immediately Beginning _____

PAY:

Total Amount \$ _____

NEW ACCOUNT INFORMATION:

(Enter your new First State Bank account information here.)

FIRST STATE BANK ROUTING NUMBER	111921777	
ACCOUNT NUMBER	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
SIGNATURE	DATE	

* Be sure to include a voided First State Bank check when you present this form.
A temporary check received when you open your account will work fine.

ACCOUNT CLOSING

ACCOUNT CLOSING LETTER

ATTENTION:

(Enter your old financial institution's information here.)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

To Whom it May Concern,

Please accept this letter as authorization to close my account(s) listed below with your institution. Please issue a cashier's check in my name for any remaining balance(s) along with all accrued interest (if applicable).

Account Type	Account Number	Account Owner Name(s)

PLEASE SEND ALL CLOSING BALANCES TO:

(Enter your personal information here.)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		

PRIMARY ACCOUNT OWNER SIGNATURE

DATE

SECONDARY ACCOUNT OWNER SIGNATURE

DATE

ACCOUNT DOCUMENTATION

When opening an account with First State Bank, please reference the following list for the types of documentation required for individuals and/or businesses.

**** Note:** Additional documentation may be required based on our review of the documents presented and the actual structure of any business entity.

	Documentation Required
<p>Individual(s)</p> <p>Required for each owner and/or signer whether the account is for an individual or a business</p> <p>Glossary: TIN - Tax Identification Number SSN - Social Security Number ITIN - Individual Tax Identification Number ID - Identification</p>	<ul style="list-style-type: none"> - Full name (TIN matching) - Tax Identification Number (SSN / ITIN) - Date of birth - Country of citizenship - Identification number - driver's license (or other primary ID) with issuance and expiration dates - Physical and mailing address - Contact numbers (home, work, cell, business with extension) - Email address (personal and business) - Employer name and occupation
Business Entity Type	Documentation Required
<p>Sole Proprietor</p> <p>Glossary: DBA - Doing Business As EIN - Employer Identification Number SSN - Social Security Number</p>	<ul style="list-style-type: none"> - Sole Proprietor name - Business DBA Name and Assumed Name Certificate (if applicable) - filed with the county - Tax Identification Number (SSN or EIN) - Business address - physical and mailing - Business website (if applicable)
<p>General Partnership</p> <p>Glossary: EIN - Employer Identification Number</p>	<ul style="list-style-type: none"> - Business entity name - Assumed Name Certificate (if applicable) - filed with the county - Tax Identification Number (EIN) - Business address - physical and mailing - Business website (if applicable) - Partnership agreement
<p>Limited Partnership (LP) or Registered Limited Partnership (RLP)</p> <p>Glossary: DBA - Doing Business As LP - Limited Partnership RLP - Registered Limited Partnership</p>	<ul style="list-style-type: none"> - Business entity name - Business DBA Name and Assumed Name Certificate (if applicable) - filed with the Texas Secretary of State - Certificate of Formation - Limited Partnership (LLC) / Registered Limited Partnership (RLP) - filed with the Texas Secretary of State - Tax Identification Number (EIN) - Business address - physical and mailing - Business website (if applicable) - Partnership agreement (listing all partners) <ul style="list-style-type: none"> • General Partner(s) as Entity and/or Limited Partner as Entity - Certificate of Formation - Certification of Beneficial Owners - control person and title (partner/owner)

(Continued on next page.)

ACCOUNT DOCUMENTATION (CONT.)

Business Entity Type	Documentation Required
<p>Limited Liability Company (LLC)</p> <p>Glossary: LLC - Limited Liability Company DBA - Doing Business As SSN - Social Security Number EIN - Employer Identification Number</p>	<ul style="list-style-type: none"> - Business entity name - Certificate of Formation - Limited Liability Company (LLC) - filed with the Texas Secretary of State - Business DBA Name and Assumed Name Certificate (if applicable) - filed with the Texas Secretary of State - Tax Identification Number (SSN or EIN) - Business address - physical and mailing - Business website (if applicable) - LLC Operating Agreement (listing members and managers) - Certification of Beneficial Owners - control person and title (member or managing manager)
<p>Corporation (INC) or Professional Corporation (PC) or Professional Association (PA)</p> <p>Glossary: DBA - Doing Business As EIN - Employer Identification Number</p>	<ul style="list-style-type: none"> - Business entity name - Business DBA Name (if applicable) - Certificate of Formation - Corporation - filed with Texas Secretary of State - Assumed Name Certificate (if applicable) - filed with Texas Secretary of State - Tax Identification Number (EIN) - Business address - physical and mailing - Business website (if applicable) - Operating Agreement/By Laws and/or Corporate Business meeting minutes - Certification of Beneficial Owners - control person and title (partner/owner) - Identification of Corporation Secretary (or sole director if S Corp) - Verification of non-profit status (if applicable)
<p>Unincorporated Association or Organization</p> <p>Glossary: EIN - Employer Identification Number</p>	<ul style="list-style-type: none"> - Business entity name - By Laws/Charter of Association or Organization - Meeting minutes <ul style="list-style-type: none"> • Minutes from meeting for election of officers (minimum of three - president, secretary, vice president, etc.); and • Minutes approving bank account and authorizing signers/officers; and • Secretary attestation and approval of documented minutes - Tax Identification Number (EIN) - Business address - Business website (if applicable)