



## Switch Kit

Switching to Community National Bank & Trust is easy! We've provided the necessary steps and forms you need to begin banking with one of the safest and strongest banks in the U.S.

**Step 1: Open your new account with CNB&T**

Visit any of our 13 bank locations to open your account with a Customer Service Representative. They will help you find the account that will best meet your needs. Then, you will also be able to set up the benefits of online banking and bill pay.

**Step 2: Transfer automatic payments and direct deposits to CNB&T**

Use the following forms provided to transfer automatic payments and direct deposits: *Direct Deposit of Federal Benefits Payment, Payroll Direct Deposit, Automatic Direct Deposit and Automatic Payment Request.*

**Step 3: Close your old account**

It's easier than you think. Just allow time for all outstanding checks, debit card purchases and automatic payments to clear your old account. We have provided a *Reconciliation Checklist* to help you track these outstanding funds. Once all outstanding funds have cleared, instruct your previous financial institution to close your account. If you have online bill pay with your previous financial institution, make a list of your payees including account numbers.



**COMMUNITY NATIONAL  
BANK & TRUST OF TEXAS**

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## **Locations**

### **Main Office**

321 North 15th Street • Corsicana, TX 75110  
(903) 654-4500 • ATM available 24 hours

### **Buffalo Branch**

906 North Buffalo Avenue • Buffalo, TX 75831  
(903) 322-8800

### **Burleson Branch**

2500 SW Wilshire Blvd. • Burleson, TX 76028  
(817) 710-8888

### **287/Mildred Branch**

3401 South Highway 287 • Corsicana, TX 75110  
(903) 874-7444

### **Fairfield Branch**

101 North Mount Street • Fairfield, TX 75840  
(903) 389-4111

### **Frost Branch**

400 North Garitty Street • Frost, TX 76641  
(903) 682-2235

### **Lake Worth Branch**

3930 Boat Club Rd. • Fort Worth, TX 76135  
(817) 238-7827

### **Mineral Wells Branch**

101 SE 1<sup>st</sup> Ave. • Mineral Wells, TX 76067  
(940) 325-7821

### **Possum Kingdom Branch**

1404 Park Rd 36 • Graford, TX 76449  
(940) 779-4061

### **Red Oak Branch**

309 East Ovilla Road • Red Oak, TX 75154  
(972) 617-8700

### **Richland Chambers Branch**

548 FM 416 • Streetman, TX 75859  
(903) 599-2265

### **Weatherford**

1901 Wall Street • Weatherford, TX 76086  
(817) 599-4321

### **White Settlement Branch**

9636 White Settlement Rd. • Ft. Worth, TX 76108  
(817) 546-1545



If you are already receiving your Federal benefit payment by Direct Deposit, and would like to have your payments sent to a new or different account, you should call the Federal agency that pays your benefits.

- **Social Security Administration (SS and SSI):** (800) SSA-1213 (800) 772-1213
- **Department of Labor:** A toll-free number has been designated for each of the nine Division of Coal Mine Workers' Compensation district offices. Visit the Department of Labor web site, <https://arlweb.msha.gov/district/disthome.htm>, for a list of district offices and their phone numbers.
- **Department of Veterans Affairs:** (877) 838-2778
- **Office of Personnel Management/Civil Service:** (888) 767-6738
- **Railroad Retirement Board:** (877) 772-5772
- **Defense Finance and Accounting Service:** (800) 321-1080



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## **Payroll Direct Deposit Form**

If your employer offers direct deposit, just complete this simple form. Give it to your employer along with a voided check from your new account with CNB&T.

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Employee Name \_\_\_\_\_ Social Security Number or Employee Number \_\_\_\_\_

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Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Phone Number \_\_\_\_\_

**Please change my payroll direct deposit to my new account with Community National Bank & Trust:**

Type of Account (Checking or Savings) \_\_\_\_\_

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Account Number \_\_\_\_\_ 111920765 \_\_\_\_\_  
Bank Routing Number

*I authorize my employer, \_\_\_\_\_, (company name) to deposit my paychecks directly into my CNB&T account indicated above.*

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Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



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## **Automatic Direct Deposit**

If you have any automatic direct deposits other than your payroll or federal check then fill out this form and provide it to your direct deposit provider. Verify with your direct deposit provider if there is any additional information necessary to complete the change of your automatic direct deposits.

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Company Name

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Account Holder's Name

Account Holder's Address

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City, State

Zip Code

**Please change my direct deposit to my new account with Community National Bank & Trust:**

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Type of Account (Checking or Savings)

Account Number

111920765

Bank Routing Number

*I authorize \_\_\_\_\_, (Company Name) to initiate credit entries to my CNB&T account indicated above. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authorization is to remain in full force until Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to action.*

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Authorized Signature

Date



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## **Automatic Payment Request**

In order to move automatic payments such as cable or utility bills to your new account, complete this form and provide it to your Payee along with a voided check. Verify with your Payee if there is any additional information necessary to complete the change of your automatic payment to your new account.

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Company Name

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Account Holder's Name

Phone

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Address

City, State

Zip Code

**Please change my automatic payment to my new account with Community National Bank & Trust:**

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Type of Account (Checking or Savings)

Account Number

\_\_\_\_111920765\_\_\_\_\_  
Bank Routing Number

*I authorize \_\_\_\_\_, (Company Name) to initiate debit entries from my CNB&T account indicated above. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.*

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Authorized Signature

Date



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## Reconciliation Checklist

Use this form to help reconcile your accounts. Make sure all outstanding checks have cleared before closing your account. If any of your bills are paid with a debit card through your previous financial institution those need to be changed.

Account Number	Check Number	Check Payable To	Check Amount	Date Cleared

Total \$ \_\_\_\_\_