



Switch Kit

Switching to Community National Bank & Trust is easy. We've provided the necessary steps and forms you need to join our banking family!

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 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.



Locations

Main Office and ATM

321 North 15th Street
Corsicana, TX 75110
903.654.4500

287/Mildred Location

3401 South Highway 287
Corsicana, TX 75110
903.874.7444

Buffalo Location

906 North Buffalo Avenue
Buffalo, TX 75831
903.322.8800

Burleson Location

2500 SW Wilshire Blvd.
Burleson, TX 76028
817.710.8888

Fairfield Location

101 North Mount Street
Fairfield, TX 75840
903.389.2265

Frost Location

400 North Garitty Street
Frost, TX 76641
903.682.2235

Lake Worth Location

400 North Garitty Street
Frost, TX 76641
903.682.2235

Mineral Wells Location

101 SE 1st Ave.
Mineral Wells, TX 76067
940.325.7821

Possum Kingdom Location

1404 Park Road 36
Graford, TX 76449
940.779.4061

Red Oak Location

102 Ranch Rd.
Red Oak, TX 75154
972.617.8700

Richland Chambers Location

548 FM 416
Streetman, TX 75859
903.599.2265

Weatherford Location

1901 Wall Street
Weatherford, TX 76086
817.599.4321

White Settlement

9636 White Settlement Rd.
Fort Worth, TX 76108
817.546.1545



COMMUNITY NATIONAL
BANK & TRUST OF TEXAS

"My Community. My Bank."®

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.

Employee Name

Social Security Number or Employee Number

Address

City, State

Zip Code

Phone Number

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

Type of Account (Checking or Savings) _____

Account Number

111920765
Bank Routing Number

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

Employee Signature

Date



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.

Company Name

Account Holder's Name Account Holder's Address

City, State Zip Code

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

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.

Authorized Signature Date



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



**COMMUNITY NATIONAL
BANK & TRUST OF TEXAS**

"My Community. My Bank."®

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.

Company Name

Account Holder's Name

Phone

Address

City, State

Zip Code

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

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.

Authorized Signature

Date



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 \$ _____