



TheTransfer Kit

Welcome to **TheBank Arlington!** We make transferring your accounts **SIMPLE**.

FIRST... OPEN your new account at **TheBank Arlington**. You are eligible for:

- **FREE** Debit/ATM card
- **FREE** Online Banking @ www.thebankarlington.com
- **FREE** Online Bill Pay
- **FREE** 24/7 Telephone Banking (817) 251-2810

STOP using your existing account ensuring that the balance is sufficient to cover:

- ✓ Automatic withdrawals
(use **Automatic Withdrawal Change** form in **TheTransfer Kit** from **TheBank Arlington**).
- ✓ Debit card transactions
- ✓ Online payments
- ✓ ACH debits
- ✓ Outstanding checks

Use the **Close My Account** form in **TheTransfer Kit** from **TheBank Arlington**. By using this form you avoid having to go to your current bank in person to notify them that the account is closing. Be sure all outstanding items have cleared the account, direct deposits have been transferred, and indicate where you want your funds directed (check directly to you or **TheBank Arlington**).

TRANSFER to **TheBank Arlington**:

- Payroll Direct Deposit*
- Social Security Direct Deposit**
- Retirement Plan Direct Deposit

*Give your employer the **Direct Deposit Form** included in **TheTransfer Kit** from **TheBank Arlington**. A voided check or deposit slip may also be required.

**Social Security direct deposit can be changed over the phone by calling 1-800-772-1213 or you can go online at the web address www.socialsecurity.gov. The person receiving the Social Security deposit will need to initiate the change.

Need Help or Have Questions??

Contact us at (817) 635-2900 or www.thebankarlington.com .

Direct Deposit Form

Company: _____ Date: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

*This letter will serve as a request to have my Direct Deposit transferred to my account with **TheBank Arlington**.*

Name: _____ Social Security # _____

Name: _____ Social Security # _____

My direct deposit CURRENTLY goes to:

Bank Name: _____ ABA Routing # _____

Account number: _____

*Please redirect the deposit to **TheBank Arlington** as follows:*

Account number: _____

TheBank Arlington
ABA Routing No. 111 925 317
4110 S. Bowen Rd.
Arlington, Texas 76016
(817) 635-2900
FAX (817) 635-2939
www.thebankarlington.com

Sincerely,

Signature of account holder

Phone

Automatic Withdrawal Change Form

Company: _____ Date: _____

Address:

City, State, Zip:

To Whom It May Concern:

*This letter will serve as a request that the following automatic withdrawal be changed to my new account with **TheBank Arlington**.*

A withdrawal for \$ _____ is scheduled for _____ (day/month)

Previous Bank Information

Bank Name/Address: _____

ABA Routing Number: _____

Account Number: _____

*Please stop withdrawals from this account on _____ (date) and begin withdrawals from the new account at **TheBank Arlington**:*

New Bank Information at TheBank Arlington

ABA Routing Number: 111 925 317

Account Number: _____

If you should have any questions, please give me a call.

Customer Name/Address:

Contact Info: _____ (home/office/fax#)

Signature: _____

Close My Account Form

Date: _____

Bank Name: _____ (Attn: Customer Service Department)

Address: _____

City/State/Zip: _____

Phone/FAX: _____

To Whom It May Concern:

Please close the following account(s):

<i>Checking</i>	<i>Savings</i>	<i>CD/IRA</i>

Send a check for the remaining balance to the address below.

If you have any questions about this request, please contact me at the following number(s):

Phone: _____
Home, office, cell, fax Home, office, cell, fax
(Please circle one of the above for each)

Sincerely,

Name(s): _____

Address: _____

Signature: _____

Signature: _____
(may be required if joint account)