

Switch Kit

Welcome to Citizens National Bank

At Citizens National Bank, we provide you with the tools to help you meet your financial goals. That begins with this Switch Kit, designed to make switching your account smooth and seamless. It's just one example of our commitment to exceptional customer service, along with outstanding products and services.

In this kit you'll find:

- Helpful information on how to proceed.
- Handy worksheets to keep track of account information, automated deposits and automated payments.
- Letters to redirect your automatic deposits and payments through your new account.
- An account closing notification letter for your former bank.

If you have any concerns or questions about switching your accounts, please call us at 1-800-448-0025, or stop by any Citizens National Bank.

Steps to Switching to Citizens National Bank

Citizens National Bank's switch kit will help you quickly and easily switch to your new account with us. Our checklist is a great reference tool to keep you organized through the process.

- **Direct deposit change requests**

Switch all direct deposits you have by completing the Direct Deposit form. This may include:

- Your employer
- Government deposit (Social Security, pension, retirement)
- Brokerage deposits (dividends, interest)
- Transfers from other financial institution accounts (savings, checking, money market)

- **Switch automatic payments, debit card payments and online bill payees**

Make sure to switch all automatic payments/withdrawals you may have by contacting the company you are paying, and give them your new account information.

Citizens National Bank Account #:

Citizens National Bank Routing #: 041212983

Utilities

- Gas
- Electric
- Phone service
- Water
- Cable/satellite
- Trash
- Pest control
- Yard maintenance
- Other

Other Payments

- Loans (car, home equity, credit cards)
- Mortgages
- Brokerage
- Account transfer
- Insurance (home, auto, renters)
- Internet service
- Cellular service
- Child support or court issued payments
- Other

- **Balance and discontinue use of your old checking account**

Leave enough money to cover any outstanding checks, debit/ATM transactions and scheduled payments/withdrawals that you have not yet switched.

- **Closure and notification of account change**

Once all outstanding payments and deposits have cleared your old account, and your first deposit has been deposited in your new account at Citizens National Bank, fill out the Account Closing form and instruct your bank to send any remaining balance(s) to your new account with Citizens National Bank.

- **Don't forget to destroy the following**

- Old checks
- ATM cards
- Debit cards
- Deposit slips

- **Social Security**

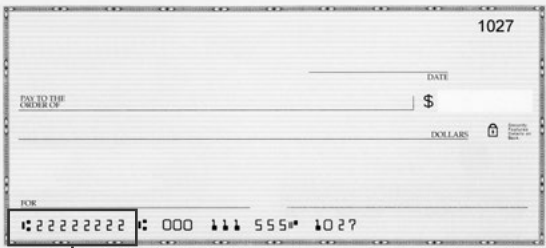
To change your Social Security direct deposit information call the Social Security Administration at 1-800-772-1213.

If you have any concerns or questions, please call us at 1-800-448-0025, or stop by any Citizens National Bank.

Customer Information Form »

Get Ready to Switch

Start with the basic information about you, your past banking relationship and your new account with Citizens National Bank. Filling out this information will pre-fill the same information on the following forms, saving you valuable time.

Your Personal Information		
Name		
Address		
City	State	Zip
Phone Number		
Email Address		
Former Bank Information		
Former Bank Name		
Former Bank ABA Routing Number	Former Bank Account Number	
Citizens National Bank Information		
Citizens National Bank ABA Routing Number 041212983	Citizens National Bank Account Number	
Citizens National Bank Address 102 S. Main St., Bluffton, OH 45817		
		
Sample routing transit number - On personal accounts, the routing number is the first set of nine-digit numbers found on the bottom of your check.		
Notes		

Switch Kit Worksheet »

Direct Deposits

Use this form to record information for companies that will be making automatic deposits into your new Citizens National Bank account, including verification that the switch was made.

Direct Deposits - Companies that make automatic deposits into your account.

Deposit	Company/Phone	Account Number	Amount	Date of Deposit	Switch Complete
Example	My employer / 999-999-9999	#12345678	\$1,250.00	15th of the month	✓
Dividends					
Interest					
Investments					
Payroll					
Retirement					
Social Security					

Notes



Request to Transfer Direct Deposit Letter »

Date / /

Deposit Originating Company Name

Address

City

State

Zip

To whom it may concern:

This letter serves as a request to have my Direct Deposit transferred to my new account with Citizens National Bank.

My information is as follows:

Account Number With Deposit Originating Company (if applicable)

Name

City

State

Zip

Phone Number

Email Address

The Direct Deposit is currently being deposited to the following account:

Former Bank Name

Former Bank ABA Routing Number

Former Bank Account Number

Checking
Savings

Please redirect the Direct Deposit to my account with Citizens National Bank as follows:

Citizens National Bank Address

102 S. Main St., Bluffton, OH 45817

Citizens National Bank ABA Routing Number

041212983

Citizens National Bank Account Number

Checking
Savings

Make this change effective: / /

Special Instructions (optional)

Sincerely,

Signature

Print Name

Date

/ /

Automatic Payments

Use this form to record information for companies that will be making automatic deductions from your new Citizens National Bank account, including when and how you requested the change and your preferred method of payment.

NOTE: Consider how you make payments now and whether there are other regular payments that you could make using Bill Pay, Debit Card or other automatic payments instead of writing checks.

Automatic Payments - Companies that make automatic deductions from your account.

Payment	Company/Phone	Account Number	Amount	Payment Date	Payment Method*	Switch Complete
Example	ABC Car Company / 555-555-5555	#8765432	\$281.63	28th of the month	Bill Payment	✓
Auto Loan/Lease						
Cell Phone						
Credit Cards						
Health Clubs						
Insurance Premiums						
Internet						
Mortgage/Rent						
Utilities						
Notes						

Payment Set-Up

To switch each payment, contact the companies you want to make payments to and provide them with your new information. This may be done by using the "Request to Transfer Automatic Payment Letter," by phone or online at the company's website. If you are switching to a Bill Payment or Debit Card payment option, make sure the company cancels any other automatic payment set up.

Bill Payment - Log on to Online Banking and set up the Payee. You're then ready to use Bill Pay.

Debit Card - Contact the company you want to pay and give them your Debit Card information.

Other Automatic Payment - Contact the company you want to pay and give them your new account information.

* Automatic payments can be made by Bill Pay, Debit Card, or ACH

Request to Transfer Automatic Payment Letter »

Date / /

Payee Company Name

Address

City State Zip

To whom it may concern:
This letter serves as a request to have my Automatic Payment transferred to my new account with Citizens National Bank. My information is as follows:

Account Number With Payee Company

Name

City State Zip

Phone Number Email Address

The Automatic Payment is currently being withdrawn from my account with:

Former Bank Name

Former Bank ABA Routing Number Former Bank Account Number Checking Savings

Please redirect the Automatic Payment from my account with Citizens National Bank as follows:

Citizens National Bank Address
102 S. Main St., Bluffton, OH 45817

Citizens National Bank ABA Routing Number Citizens National Bank Account Number Checking Savings
041212983

Make this change effective: / /

Special Instructions (optional)

Sincerely,

Signature

Print Name Date / /



Request to Close Account Letter »

Date / /

Financial Institution Name

Address

City State Zip

**To whom it may concern:
This letter serves as a request to close the following account number(s):**

Account Number	Checking Savings	Name on Account
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Account Number	Checking Savings	Name on Account
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Please send a check for the remaining balance to:

Name

Address

City State Zip

If you have any questions please contact me at this phone number

Sincerely,

Signature

Print Name Date / /

Joint Signature (if needed)

Print Name Date / /

