

Switching to Grand Bank is as easy as...

One: Visit or call the Grand Bank nearest you and open a new account. To find the account that's right for you, go to Grand Banking Anytime and click on Deposit Accounts. After you open your account, be sure to make a copy of your new account number and Grand Bank's Routing number.

Two: Stop using your old account. Let all of your checks clear and destroy any unused checks, old debit cards and deposit slips. Checks may take up to two weeks to clear. Use the Grand Bank Switch Kit Organizer to help you through the process. *Download from www.gbt.com*

Three: Change direct deposits. Fill out the enclosed form and give it to your employer, the Social Security Administration or your retirement plan. Include a new deposit slip or voided check. *Download from www.gbt.com*

Four: Change automatic payments. Use the enclosed forms to change all automatic withdrawals or automated payment services. Don't forget about those that use your old debit card number, such as automatic payments made online. *Download from www.gbt.com*

Five: Close your old account. Send in the enclosed form to close your old account. After all your checks have cleared, your old bank will send you a check for your remaining balance. It's just that easy! *Download from www.gbt.com*

*You may pick up your
Switch Kit at the Grand Bank
office near you or download
from www.gbt.com*

Preston Center Office
6044 Sherry Lane
Dallas, Texas 75225
972-588-3000

Parkway Office
16660 Dallas Pkwy., Ste. 1700
Dallas, Texas 75248
972-735-1000

Grand Bank Switch Kit Organizer

Use this sheet to organize all of the information you need to switch your automatic payments and deposits to your new Grand Bank account. If need assistance call your nearest Grand Bank.

Your Grand Bank Account Number	
Your Grand Bank Routing Number	

	Company Name/Address	Date Letter Mailed	Estimated Switch Date (Assume 2 wks)	Status
Direct Deposits	1.			
	2.			
	3.			
Automatic Payments	1.			
	2.			
	3.			
	4.			
	5.			

	Outstanding Check Payable To:	Outstanding Check #	Outstanding Check Amount	Date Cleared
Automatic Payments				
<i>Make sure all of your outstanding checks have cleared. It should take about two weeks.</i>				

If you have questions or need assistance, call your nearest Grand Bank.

Preston Center Office
 6044 Sherry Lane
 Dallas, Texas 75225
 972-588-3000

Parkway Office
 16660 Dallas Parkway, Suite 1700
 Dallas, Texas 75248
 972-735-1000

Please change accounts for automatic payments

DATE

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

BILLING ACCOUNT NUMBER

To Whom It May Concern:

I have recently changed banks and need to have my automatic payment switched from my old account to my new account at Grand Bank. My information is listed below:

OLD BANK

ROUTING NUMBER

ACCOUNT NUMBER

Please make my automatic withdrawals from my new bank.

GRAND BANK

NEW BANK

ROUTING NUMBER

ACCOUNT NUMBER

Sincerely,

SIGNATURE

NAME (Please Print)

ADDRESS

CITY

STATE

ZIP

PHONE: ___DAY ___EVENING (Check One)

Please close my account.

DATE

BANK NAME

ADDRESS

CITY

STATE

ZIP

To Whom It May Concern:

I have recently changed banks and would like you to close the account below immediately:

ACCOUNT NUMBER

NAMES ON THE ACCOUNT

Please forward all remaining funds to me at the following address.

ADDRESS

CITY

STATE

ZIP

PHONE: ___ DAY ___ EVENING (Check One)

Sincerely,

SIGNATURE

NAME (Please Print)

CO-SIGNOR SIGNATURE

CO-SIGNOR NAME (Please Print)

ADDRESS

CITY

STATE

ZIP

Please change accounts for my payroll direct-deposit

DATE

COMPANY MAKING DIRECT DEPOSIT

ADDRESS

CITY

STATE

ZIP

To Whom It May Concern:

You are currently depositing my entire paycheck, or part of my paycheck or a type of payment into the following account:

OLD BANK

ROUTING NUMBER

ACCOUNT NUMBER

Please start making these automatic payments into my new account.

GRAND BANK

NEW BANK

ROUTING NUMBER

ACCOUNT NUMBER

Sincerely,

SIGNATURE

NAME (Please Print)

ADDRESS

CITY

STATE

ZIP

PHONE: ___ DAY ___ EVENING (Check One)