

Switch Kit Process

Thank you for choosing FirstCapital Bank of Texas, N.A. as your new bank! We would like to ensure that your transition to FirstCapital Bank is easy. The following steps will help you through the process.

Information Gathering:

- Gather all pertinent information about your existing account(s).
- Review your past statements and make note of all automatic payments. Check your statements carefully because not all payments (such as life and automobile insurance) occur monthly. Some of these types of payments may only take place quarterly or annually.
- Remember to leave sufficient funds in your current account to cover outstanding checks or pending automatic payments.

Moving Your Direct Deposits & Automatic Payments:

- Complete the enclosed Automatic Payment Transfer form if you have payments that are currently being debited from your accounts.
- Complete the enclosed Direct Deposit Transfer form to switch your direct deposits. Some parties may ask you to complete an additional form.
- For Government Benefits, call the appropriate agencies to stop any direct deposits to your old accounts and to start such direct deposits to your new accounts.
 - Social Security Administration - (800) 772-1213
 - Department of Veteran Affairs - (800) 827-1000
 - Office of Personnel Management - (800) 767-6738

Closing Your Old Account:

- Confirm that all checks have cleared your old account and all automatic payments and direct deposits have been transferred to your new account at FirstCapital Bank.
- Complete the Account Closure Request Letter and send it to your old bank. Some banks may require you to fill out an additional form.
- Destroy any unused checks, ATM/Debit cards and deposit slips associated with your old account. Remember to retain your statements and canceled checks for future reference.

Transfer Other Accounts:

Consider making financial life less complicated by transferring other accounts to FirstCapital Bank. With all of your funds in one place, your banking will be easier. Call us, visit one of our branches or visit us online at www.fcbtexas.com and we will be happy to assist you.

Thank you again for choosing



Account Closure Request Letter

Date ____ / ____ / ____

Name of Financial Institution _____

Address _____

City _____ State ____ Zip _____

To Whom it May Concern:

This letter is to inform you that I have decided to close the account(s) listed below as of ____ / ____ / ____ (date).

- Please close the account(s) noted below and mail the balance and any interest earned to my address.

- Please close the account(s) noted below and mail the balance to:
FirstCapital Bank of Texas, N.A.
Attention: Account Transfer Department

Account Information:

Account # to be closed: _____ Checking Savings CD

To FirstCapital Bank account #: _____ Checking Savings CD

Account # to be closed: _____ Checking Savings CD

To FirstCapital Bank account #: _____ Checking Savings CD

Account # to be closed: _____ Checking Savings CD

To FirstCapital Bank account #: _____ Checking Savings CD

Account # to be closed: _____ Checking Savings CD

To FirstCapital Bank account #: _____ Checking Savings CD

Upon closure of the account(s), please send a confirmation to the address below.

Sincerely,

Customer Signature _____

Printed Name _____

Address _____

City _____ State ____ Zip _____

Automatic Payment Transfer Letter

Date ____ / ____ / ____

Name of Payee _____

Address _____

City _____ State ____ Zip _____

To Whom It May Concern:

I would like to change my automatic payment instructions. Currently, you are debiting payment from my previous bank account at:

Former Bank Information:

Name _____

Routing Number _____ Account Number _____







As of ____ / ____ / ____, please stop debiting the above account and start debiting this payment from my new account at FirstCapital Bank. My new information is as follows:

Current Bank Information:

FirstCapital Bank of Texas, N.A.

(____) ____ - ____

Routing # 116324201 Account # _____ Checking Savings

Personal Check Format (Bottom of Check)	Business Check Format
123456789 XXXXXXXXXXXX 000123	000123 123456789 XXXXXXXXXXXX
  	  
Routing # Account # Check #	Check # Routing # Account #

Please send me a written confirmation of the date this change will be in effect.

Sincerely,

Customer Signature _____

Printed Name _____

Account Number with Payee _____

Address _____

City _____ State ____ Zip _____

Direct Deposit Transfer

If you wish to initiate or change a direct deposit to your new FirstCapital Bank account, please complete and sign this form for every party (i.e. employer, company) initializing a direct deposit. Then forward this signed form, along with a voided check from your new account, to the party making the deposit.

Company Information:

Name _____
Address _____
City _____ State _____ Zip _____

Customer Information:

Name _____
Employee ID# / Account # _____
Address _____
City _____ State _____ Zip _____

Bank Information:

FirstCapital Bank of Texas, N.A.

(____) ____ - ____

Routing # 116324201 Account # _____ Checking Savings

I authorize _____ (employer/company)
to make deposits directly to my FirstCapital Bank account indicated above and authorize
the bank to accept such deposits.

Customer Signature _____

Date ____ / ____ / ____

Helpful Phone Numbers & Websites

Social Security Administration:	www.ssa.gov	(800) 772-1213
Department of Veteran Affairs:	www.va.gov	(800) 827-1000
U.S. Railroad Retirement Board:	www.rrb.gov	(800) 808-0772
Office of Personnel Management: (Retirement Services)	www.opm.gov	(888) 767-6738
Department of Finance and Accounting Services (DFAS) (Retired Pay Operations in Cleveland)	www.dfas.mil	(800) 321-1080

Electric Service Providers:

Texas Electric Choice (866) 797-4839 www.powertochoose.org	TXU Energy (800) 818-6132 www.txu.com	Sharyland Utilities (866) 354-3335 www.su-power.com
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Gas Service Providers:

ATMOS Energy
(888) 286-6700
www.atmosenergy.com

Water (City) Service Providers:

City of Amarillo (806) 378-3030 www.amarillo.gov	City of Lubbock (806) 775-2509 www.ci.lubbock.tx.us	City of Midland (432) 685-7320 www.ci.midland.tx.us
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Telephone/Cable/Internet Service Providers:

Suddenlink Communications (877) 612-5034 www.suddenlink.com	Grande Communications (432) 262-4600 www.mygrande.com	AT&T (800) 288-2020 www.att.com
Direct TV (888) 777-2454 www.directtv.com	Dish Network (888) 823-4929 www.dishnetwork.com	