



Join Our Family Guide

Are you interested in switching your accounts to Round Top State Bank? Not sure how to get started? We're here to help! We've developed the RTSB **Join Our Family Guide** to help make your transition to a new Round Top State Bank account as simple as possible. Just follow the steps to get started.

Step 1:	Complete our New Account Information Form and visit one of our branches with your form and your identification. We will determine which account best fits your needs. You will sign the signature card, make a deposit and receive a debit card and/or checks. See our Guide to Personal New Account Requirements for a list of acceptable identification and other New Account Requirements.
Step 2:	Complete a Direct Deposit Request Form to send to your employer and other depositors to notify them of your new account information.
Step 3:	Transfer any automatic payments and debits to your new account. Use your previous bank statements to identify any recurring payments you make by ACH, Debit Card and Automatic transfer to make a list of who you will need to notify. The Automatic Payment Change Instructions will make this an easy step for you. If the merchant requires paperwork for this change, you can use our Automatic Payment Request Form to make that change.
Step 4:	If you use Online Bill Pay and have payments set up, you can gather information on those payees from your former bank's website in order to set up with your new account's Bill Pay. Make this step simple by using the Online Bill Pay Form .
Step 5:	Close your previous account when you are sure that all outstanding items have cleared, and your Direct Deposits and Automatic Payments have been deposited correctly into your new account. Take or mail the Account Closing Request Form to your previous bank or give them a call to arrange the closing transaction.

If we can be of any assistance throughout this transition, please call a New Accounts Representative at a location near you.

Thank you for choosing to "Join Our Family" at Round Top State Bank.

Member FDIC



New Account Information Form

Individual Account

(Complete this section for an individual account.)

Customer Name _____ DOB _____

Physical Address _____

Mailing Address _____

City _____ State _____ Zip _____

Home # _____ Work # _____ Cell # _____

Email Address _____

Occupation _____ Employer _____

Social Security / ITIN # _____

Type of ID _____ ID # _____
(Driver's License/Passport/Student ID/Etc)

Issue Date _____ Expiration Date _____ State/Country Issued _____

The information stated above is true and correct to the best of my knowledge.

Customer Signature _____ Date _____

Joint Account

(Complete this section for an additional owner.)

Customer Name _____ DOB _____

Physical Address _____

Mailing Address _____

City _____ State _____ Zip _____

Home # _____ Work # _____ Cell # _____

Email Address _____

Occupation _____ Employer _____

Social Security / ITIN # _____

Type of ID _____ ID # _____
(Driver's License/Passport/Student ID/Etc)

Issue Date _____ Expiration Date _____ State/Country Issued _____

The information stated above is true and correct to the best of my knowledge.

Customer Signature _____ Date _____



Guide to Personal New Account Requirements

Identification

Any one of the following non-expired identification types are acceptable.

- ☒ Texas Driver License
- ☒ ID Card
- ☒ Other State License
- ☒ Passport or Visa
- ☒ Concealed Handgun License
- ☒ Military ID

*If address on ID is outdated, please provide a current utility bill with correct address.

Personal Information

This information is collected on the **New Account Information Form**.

- ☒ Full Name
- ☒ Physical Address
- ☒ Social Security Number or ITIN
- ☒ Mailing Address
(if different than above)
- ☒ Employer Name
- ☒ Home Number
- ☒ Occupation
(If retired list occupation retired from)
- ☒ Cell Number
- ☒ Email
- ☒ Work Number

Beneficiary Information

This is only required if you are listing a Pay on Death Beneficiary on the account.

- ☒ Name
- ☒ Relationship



Direct Deposit Request Form

To Whom It May Concern

RE: Change my Direct Deposit

Name on Account: _____

Address: _____

Phone Number: _____

I have recently changed financial institutions and would like to update my Direct Deposit information. Please send all future direct deposits to the account listed below.

Account Type: _____

Account Number: _____

Bank Name: **Round Top State Bank**

ABA Number: **113114896**

If you have any questions, please contact me at the phone number provided above.

Sincerely,

Account Owner Signature

Date



Automatic Payment Change Instructions

Automatic Payments

Use your previous bank statements and this checklist to help you identify the automatic payments and debits you need to switch to your new account.

Payment	Company	Account #	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell Phone				
Gas/Oil				
Water				
Internet Provider				
Credit Cards				
Daycare/School				

Call and notify each merchant with your new account information. You may be able to make changes to your accounts online. If the merchant requires paperwork for this change, you can use our **Automatic Payment Request Form**.

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Automatic Payment Request Form

To Whom It May Concern

RE: Change My Automatic Payments to a New Account

Name on Account: _____

Address: _____

Phone Number: _____

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit instructions and begin utilizing for all future payments.

Account Type: _____

Account Number: _____

Bank Name: **Round Top State Bank** _____

ABA Number: **113114896** _____

If you have any questions, please contact me at the phone number provided above.

Sincerely,

Account Owner Signature

Date



Online Bill Pay Form

Enroll into our free “Online Bill Pay” through your online banking account. Log in and familiarize yourself with our online banking site and bill pay system.

Visit your former bank’s bill pay system to record all accounts that you have set up for payments and use our simple **Online Bill Pay Form** to list the company name, mailing address, and account number(s).

Online Bill Pay Accounts

Company: _____ **Account Number:** _____

Mailing Address: _____

Company: _____ Account Number: _____

Mailing Address: _____

Company: _____ **Account Number:** _____

Mailing Address: _____

Company: _____ Account Number: _____

Mailing Address: _____

Company: _____ **Account Number:** _____

Mailing Address: _____

Company: _____ Account Number: _____

Mailing Address: _____

Company: _____ **Account Number:** _____

Mailing Address: _____

Company: _____ Account Number: _____

Mailing Address: _____

The companies you pay could differ on how payments are accepted. Some payments may be in the form of a paper check which is mailed by our online bill pay system or payments may be electronically processed.



Account Closing Request Form

To Whom It May Concern:

RE: Closing Account Number _____

☐ Checking ☐ Savings ☐ Other

Name(s) on Account: _____

Address: _____

Phone Number: _____

Please accept this letter as my authorization to close my account with your institution.

Please send a check in the amount of my account balance including any interest to my attention at the address above.

Thank you for your prompt assistance. If you have any questions, please contact me at the phone number provided above.

Sincerely,

Account Owner Signature

Date