

# *switch >> kit*



1. **Simple** step-by-step instructions
2. **Quick** forms to fill out
3. **Easy** banking

## Simple Instructions

### 1. Open a First Commerce Bank account and begin using it today!

Complete form 1 and bring it to your local branch. Once the form is complete, your FCB Banker can help you choose the right account to meet your financial needs. Follow step 2 to begin moving any electronic authorizations to your new First Commerce Bank account. Discontinue using your accounts at other institutions but leave enough funds to cover any outstanding checks or commitments including electronic authorizations for at least one cycle. This will give any outstanding commitments time to be processed.

### 2. Begin moving your existing electronic authorizations.

You will need to begin transferring any electronic transactions to your First Commerce Bank accounts. We have included forms and information that will assist with getting the process started.

Examples of electronic payments include:

- **Direct Deposits** – Includes any payroll or automatic deposits (such as Social Security)
- **Automatic Bill Payments or Withdrawals** – Includes any recurring payments (utility bills, car payments, insurance payments, etc.) and regularly scheduled transfers.
- **Online Bill Payments** – you will need a record of your payee information (name, address, phone number, account number, etc.) to establish Bill Payment services through First Commerce Bank. We suggest you print a copy of each existing payee screen as a reference tool for establishing your new bill payment service with First Commerce Bank.

\*\*Note: You may self-enroll in Online Banking by going to our website [www.firstcommercebank.net](http://www.firstcommercebank.net) and clicking Enroll Now on the left side of the screen. You will receive a confirmation email with 24-48 hours which will grant you access.

### 3. Begin closing your old accounts.

Once all of the outstanding items have cleared, you may begin closing your old accounts. We suggest that you wait at least one statement cycle before closing any accounts to insure that all electronic payments have been moved to your appropriate First Commerce Bank account.



# 1. New Client Information Sheet

## General Information

Full Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Length of Time at Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Position/Title: \_\_\_\_\_

US Citizen Yes  No

If No, Citizen of? \_\_\_\_\_

*(for identification purposes only. Passport required if non-US Citizen)*

Is this a Politically Exposed Person (PEP)? Yes  No

*(A PEP is a current or foreign political figure, their immediate family, and their close associates)*

If Yes, explain: \_\_\_\_\_

## Identification Information

Issued By: \_\_\_\_\_ ID Number: \_\_\_\_\_

ID Type: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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# 2. Direct Deposit Change

Attention: \_\_\_\_\_

Bank or Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Authorization

This form serves as my request to have my direct deposit transferred to my new account at First Commerce Bank. My new account information is as follows:

Name on Account: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

The direct deposit is currently deposited to my account with:

Bank Name: \_\_\_\_\_

Location or Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

Please redirect my direct deposit to my new First Commerce Bank account as follows:

Account Number: \_\_\_\_\_

ABA Routing Number: 064108799

Special Instructions: \_\_\_\_\_

Sincerely,

\_\_\_\_\_

*Signature of Account Holder*

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# Sign-Up Form for Direct Deposit of Federal Benefit Payments

FMS Form 1200 (July 2009) Previous versions obsolete

OMB No. 1510-0007

You may also sign up online today at [www.GoDirect.org](http://www.GoDirect.org) or call **Go Direct**® toll free at 1 (800) 333-1795

(for social security, railroad retirement board, civil (non-military) retirement payments or VA only).

## DIRECTIONS

Please read the information on page 2 before completing this form. **You must complete boxes A, B, C, D, E and F.**

Only complete this form to sign up for direct deposit if you are an individual, or a representative payee of an individual, who receives checks for the following types of federal benefits: **social security, supplemental security income, railroad retirement, civil (non-military) retirement, or VA (compensation or pension only).** If you currently receive your payment by direct deposit you may not use this form. Please refer to page 2 for further instructions.

### A. FEDERAL BENEFIT RECIPIENT INFORMATION

(print name[s] and address exactly as they appear on your benefit check)

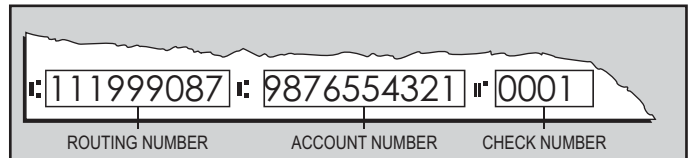
NAME OF PERSON ENTITLED TO GOVERNMENT BENEFITS (BENEFICIARY)	
REPRESENTATIVE PAYEE? Yes <input type="checkbox"/> (if yes, enter name at right) No <input type="checkbox"/>	NAME OF REPRESENTATIVE PAYEE
ADDRESS (street, route, P.O. box, apartment number)	
CITY (or APO/FPO)	STATE ZIP CODE
DAYTIME TELEPHONE NUMBER ( ) -	
SOCIAL SECURITY NUMBER OF PERSON ENTITLED TO GOVERNMENT BENEFITS (BENEFICIARY) - -	

SAMPLE CHECK (bottom left corner) →

### B. BANK OR CREDIT UNION INFORMATION

DEPOSITOR ACCOUNT TITLE (name[s] on account)	
ACCOUNT TYPE Checking <input type="checkbox"/> Savings <input type="checkbox"/>	** 9-DIGIT ROUTING NUMBER (see sample check below) 
** ACCOUNT NUMBER (see sample check below; do not include check number) 	

\*\* You may also attach a voided personal check. If you are depositing into a savings account, you may need to contact your financial institution to obtain the routing and account numbers.



### C. TYPE OF PAYMENT (check only one) You must complete a separate form for each type of federal payment.

<input type="checkbox"/> SOCIAL SECURITY	<input type="checkbox"/> SUPPLEMENTAL SECURITY INCOME	<input type="checkbox"/> VA (COMP/PENSION ONLY)	<input type="checkbox"/> RAILROAD RETIREMENT (specify below)	<input type="checkbox"/> CIVIL (NON-MILITARY) RETIREMENT (specify below)
For military, federal salary, veterans benefits or other federal payments not available through Go Direct, please contact the paying agency (see page 2 for a partial list of paying agencies).			Annuity benefit <input type="checkbox"/> Unemployment survivor benefit <input type="checkbox"/>	Retirement annuity <input type="checkbox"/> Survivor annuity <input type="checkbox"/>

### D. IDENTIFICATION

CLAIM NUMBER 	OR	In order to process your request, <b>either</b> the claim number (found on documents from your paying agency) <b>or</b> the check number from your last payment (found in the upper right-hand corner of your Treasury check) <b>must be entered at left.</b>
CHECK NUMBER (YOUR MOST RECENT PAYMENT) 		

### E. PAYMENT VERIFICATION

You must **also** enter the amount of your last benefit payment.

AMOUNT OF YOUR MOST RECENT PAYMENT  
\$ | | | | | . | |

### F. CERTIFICATION

I certify that I am entitled to receive the payment identified above, and that I have read and understand the back of this form. In signing this form, I authorize this payment to be sent to the financial institution named in Part B above, to be deposited into the account above.

SIGNATURE	DATE
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### FOR JOINT ACCOUNT HOLDERS

I certify that I have read the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS on the back of this form.

SIGNATURE	DATE
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Be sure to complete all sections of this form. Otherwise, the form cannot be processed. Return the completed form to:

Go Direct Processing Center  
U.S. Department of the Treasury  
P.O. Box 650527  
Dallas, TX 75265-0527

This form is **only** to be used for switching from check payments to direct deposit of certain federal benefits listed in Box C. Use of this form for any other purposes will result in the form being rejected.

#### Contact your paying agency to:

- Update your name or address
- Change your account information if you already receive your payment by direct deposit, or
- Sign up for direct deposit for military, federal salary, veterans benefits, or other federal payments not processed by Go Direct

**PLEASE READ THIS CAREFULLY**

**PRIVACY ACT NOTICE**

Your social security number and the other information requested will allow the federal government to make payments to you by direct deposit. This collection of information is authorized by Title 31 of the United States Code, Section 3332(g). Also, Executive Order 9397, November 22, 1943, authorizes the use of your social security number. Your social security number is requested to ensure the accurate identification and retention of records pertaining to you and to distinguish you from other recipients of federal payments.

This information will be disclosed to the Department of the Treasury or another disbursing official to process federal payments to you by direct deposit. This information may also be disclosed to a court, congressional committee or another government agency as authorized or required by federal law and to your financial institution to verify receipt of your federal payments. Although providing the requested information is voluntary, your direct deposit payment may be delayed or Treasury may be unable to send it if you fail to provide the information.

**SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS**

If your account is a joint account and receives direct deposit benefit payments, you must inform the federal agency and the financial institution of the death of a beneficiary. Payments sent by direct deposit after the date of death or ineligibility of a beneficiary (except for salary payments) must be returned to the federal agency. The federal agency will then determine if the survivor is eligible for benefits.

**CANCELLATION**

Your payment will be sent by direct deposit until the federal agency that issues the payments is notified to cancel, such as in the case of death or legal incapacity of the person receiving the payment.

Your financial institution may cancel your direct deposit authorization. Your financial institution is required to give you written notice 30 days in advance of the cancellation date. If this occurs, you must notify the federal agency that the direct deposit authorization was cancelled.

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**Please contact your paying agency to:**

- Update your name or address
- Change your account information if you already receive your payment by direct deposit, or
- Sign up for direct deposit for military, federal salary, veterans benefits, or other federal payments not processed by *Go Direct*

**Department of Veterans Affairs**

(877) 838-2778  
(800) 827-1000  
(800) 829-4833 TDD

**Railroad Retirement Board**

(Automated System)  
(877) 772-5772  
(312) 751-4701 TTY

**Social Security Administration**

(800) 772-1213  
(800) 325-0778 TTY

**Office of Personnel Management**

(888) 767-6738  
(800) 878-5707 TDD

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**BURDEN ESTIMATE STATEMENT**

The estimated average time (burden hours) associated with filling out this paperwork is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this time estimate and suggestions for reducing the burden should be directed to the Financial Management Service, Administrative Programs Division, Records and Information Management Program, 3700 East-West Highway, Room 135, Hyattsville, MD 20782. THIS ADDRESS SHOULD ONLY BE USED FOR COMMENTS AND/OR SUGGESTIONS CONCERNING THE AMOUNT OF TIME SPENT COLLECTING THE DATA. DO NOT SEND THE COMPLETED PAPERWORK TO THE ADDRESS ABOVE FOR PROCESSING.

# 2. Automatic Payment/Withdrawal Change

Date: \_\_\_\_\_

Attention: \_\_\_\_\_

Bank or Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Authorization

This form serves as my request to have my Automatic Account Payment/Withdrawal transferred to my new account at First Commerce Bank. My new account information is as follows:

Name on Account: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

The Automatic Account Payment/Withdrawal is currently drafted from my account below:

Bank Name: \_\_\_\_\_

Location or Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

Please redirect the automatic payment/withdrawal to my new account with First Commerce Bank as follows:

Account Number: \_\_\_\_\_

ABA Routing Number: 064108799

Special Instructions: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
*Signature of Account Holder*

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# 3. Close Account

Date: \_\_\_\_\_

Attention: \_\_\_\_\_

Bank or Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Authorization

This form serves as my request to close the following account:

Account Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Please send a check or cashiers check for the remaining balance to the following address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Co-Signer Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Co-Signer Name: \_\_\_\_\_

*Please Print*

*Please Print*

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