



COMMERCIAL NATIONAL BANK

Switch to Commercial National Bank **Just print the forms below and follow these instructions.**

Step 1: Complete our **New Account Information Form**, so we will have what we need to open your account(s). Bring the completed form, along with your valid government issued identification and initial deposit to one of our locations to open your account.

Step 2: Send a **Direct Deposit Request Form** to your employer and other sources, so your funds can be automatically deposited to your account. If you already have Direct Deposits going elsewhere, you can also use this form to switch them to your new account with us.

Step 3: Complete an **Automatic Payment Cancellation Letter** and send it to each of your creditors to switch any automatic payments so they'll come out of your new account with us.

Step 4: Use our **Account Closing Letter** to notify your other bank to close your account and give directions for the disbursement of any remaining funds. Make sure that all of your checks have cleared BEFORE you close your old account.

Helpful Phone Numbers:

Social Security Administration:	1-800-772-1213
Office of Personnel Management:	1-888-767-6738
Railroad Retirement Board:	1-800-808-0772
Department of Veteran Affairs:	1-877-838-2778

New Account Information:

The purpose of this questionnaire is for us to gather some information, so you can begin the application process. All applications are subject to approval. Please note that Primary and Joint account holders will need to sign an official account form in person at one of our offices before the account can be opened. For your own account security, we will also need to photocopy your driver's license(s), or other form of government issued ID, to have on file to accurately identify you in the future.

Disclaimer: Please note that Primary and Joint Account Owners will need to sign an official account form in person at Commercial National Bank before the account can be opened. For your own account security, we will also need to photocopy your driver's license(s), or other form of government issued ID so we can have it on file to accurately identify you in the future. (The purpose of this questionnaire is to begin the application process. All applications are subject to approval.)