

We've made it easier than ever to switch to Whitney!

The
Switch NOW Kit

has everything you need to make
Whitney Bank **Your Bank.**

Making your banking experience quick, pleasant and beneficial for you is our most important job here at Whitney Bank. That's why we created this handy **Switch NOW Kit** – to make switching to Whitney fast and easy. Simply follow these easy steps:

- Step 1** Contact your current direct deposit institutions – such as payroll, Social Security, retirement accounts, dividend payments, etc. – to begin making their payments to your new Whitney account.
- Step 2** Notify any companies that make automatic payments from your former account to make future debits from your new Whitney account. It's easy to set up Whitney BillPay to make e-payments.
- Step 3** Close your former account.

Once you open your new account, all the forms you need to complete the switch from your old bank are included in this kit – a Direct Deposit Letter, an Automatic Payments Letter and an Account Closing Letter. Please feel free to print as many copies of the forms as you need.

If you prefer, a Whitney Banker will be happy to assist you. Please stop by your local branch, call us at (800) 844-4450 or visit us at whitneybank.com. Then get ready to enjoy the dedicated personal service and financial expertise you deserve.

Thank you for making Whitney Bank **Your Bank.**

Step 1

Direct Deposit Letter

 Company Name

 Address

Re: Switching my Direct Deposit to a new financial institution

Dear Sir or Madam,

I have recently changed banks and would like to update my direct deposit information. Please discontinue my current direct deposit and begin making deposits into my new Whitney Bank account immediately.

Should you have any questions regarding this request, please contact me in writing or at the phone number below. Thank you for your assistance.

Sincerely,

 Authorized account holder signature

 Date

Direct Deposit Information

 Customer name as it appears on company's records – please print

Type of account:
 Payroll

 Social Security

 Retirement

 Dividend Payment

 Other

 Social Security Number/Employee Number

 Phone Number

 Address

 City

 State

 Zip

 Former Bank Name

 Checking
 Savings

 Routing Number

 Former Bank Account Number

 Checking
 Savings

 Amount Deposited

 Additional Account Number

 Amount Deposited

Whitney Bank

 New Bank Name

 Checking
 Savings

 Routing Number

 New Bank Account Number

 Checking
 Savings

 Amount Deposited

 Additional Account Number

 Amount Deposited

Step 2

Automatic Payments Letter

Company Name

Address

Re: Switching my automatic payments

Dear Sir or Madam,

I have recently changed banks and would like to have my automatic payments with your company changed to my new account. I have enclosed a cancelled check with my new Whitney Bank account information for your reference. Please discontinue debiting the former account listed below and begin making automatic withdrawals from my new Whitney Bank account immediately.

Should you have any questions regarding this request, please contact me in writing or at the phone number below. Thank you for your assistance.

Sincerely,

Authorized account holder signature

Date

Automatic Payment Information

Customer name as it appears on company's account(s) – please print

Phone Number

Account Number with Your Company

Address

City

State

Zip

Amount Debited (enter payment amount or "amount due")

Former Bank Name

Checking

Routing Number

Savings

Former Bank Account Number

For:

On:

Type of Payment/Reason for Payment Date of Payment

Whitney Bank

New Bank Name

Checking

Routing Number

Savings

New Bank Account Number

Step 3

Account Closing Letter

Company Name

Address

Re: Closing my account(s)

Dear Sir or Madam,

Please accept this letter as notification that I am closing my account(s) at your bank. My account information is listed below. Please send a check for any remaining funds to the address below. Please also close any overdraft protection account connected to my checking account.

Should you have any questions regarding this request, please contact me in writing or at the phone number below. Thank you for your assistance.

Sincerely,

Authorized account holder signature

Date

Account Closing Information

Checking Account Number

Savings Account Number

Overdraft Protection Account Number

Name as it appears on account(s) – please print

Social Security Number/Tax ID Number

Phone Number

Address

City

State

Zip

Switch **NOW** Kit

Timeline & Checklist

Here's a handy SwitchNOW checklist and time reference guide to be sure everything is done:

At Account Opening:

- Notify all institutions that make direct deposits to your previous account – for example payroll, Social Security, retirement accounts or dividend payments – that you have a new Whitney account to which those deposits should be made.
- Notify all companies you pay through automatic payments from your previous account or debit card that you have a new Whitney account and/or Visa® Check Card for scheduled payments.
- Set up **Whitney BillPay** to make automatically scheduled payments from your new Whitney account, quickly and easily.

4 Weeks after Account Opening:

- Verify that all institutions making direct deposits now have your new Whitney account information and that your deposits are, or will be, made to your new Whitney account.
- Verify that all companies you pay automatically through your checking account or debit card now have your new Whitney account information and that your payments are, or will be, made through your new Whitney account or Visa Check Card.

8 Weeks after Account Opening:

- Check with your former bank to make sure no more deposits, checks, or debit card transactions are being made with your former checking account.
- Close your former checking account and notify your former bank where to send any funds left in your account.

Anytime:

- Check with your **Whitney Banker** or at whitneybank.com for other accounts and services to meet all your financial needs.