

# First Guaranty Bank Account "Switch Kit"



## 5 Simple Steps to *Guaranteed* Better Banking

**Step 1:** Open your First Guaranty Bank account

- Visit any local branch to fill out necessary paperwork
- Order New ATM card, Debit Card, and checks
- Take advantage of **FREE** Online Banking and **FREE** Telephone Banking

**Step 2:** Stop using your old account

- Wait for any checks and Debit Card purchases to clear to prevent overdrafts
- This could take up to 2 weeks

**Step 3:** Change your direct deposits

- Use our helpful [Direct Deposit Change Form](#) to notify your employer and other institutions about your switch to a new bank
- Check our list of [Government Agencies](#) for contact numbers

**Step 4:** Change your automatic payments

- Use our helpful [Automatic Payment Change Form](#) to notify companies about your switch to a new bank.
- Check our list of [Helpful Numbers](#) for local and national businesses you may need to contact

**Step 5:** Close your old account

- Once all checks and Debit Card purchases have cleared your account, use our helpful [Authorization to Close Account Form](#) to notify your old bank. As always, if you should have any questions during this process, our friendly staff is available to help answer your questions.

**Welcome to the First Guaranty Bank family!**

