

CAPITAL BANK

TRANSFERRING ACCOUNT TO CAPITAL BANK CHECKLIST

By using our Account Switch Kit, you can quickly begin taking advantage of Capital Bank's full range of products and services to help manage your individual and commercial banking needs.

To switch your bank account(s) to Capital Bank follow these three simple steps and use the form provided:

STEP 1: Open your new Capital Bank account(s)

For more information regarding new accounts with Capital Bank, please call (915) 881-6700 or visit one of our branches.

Once you have opened your new Capital Bank account, make sure you enroll in our convenient online banking, where you will have access to all your accounts anytime and anywhere you have internet access.

STEP 2: Transfer Automatic Payments and Direct Deposit

Notify your service providers and vendors that you will be using your new Capital Bank account and provide them with the necessary information. Depending on the payee, you may also be able to switch these transactions online or by phone. To avoid automatic transactions being processed using your previous bank account after you have closed it, make sure to contact your providers and vendors to confirm they have received the new Capital Bank account information.

STEP 3: Close your previous account(s)

When you have confirmed that all automatic transactions have been switched and all outstanding transactions have cleared, send the Account Closing Letter to your old bank. This letter will notify your previous bank to close the account and send Capital Bank a check for the remaining balance to deposit into your account.

If you would like to speak to someone about switching to Capital Bank, contact us at (915) 881-6700, or visit one of our branches.

CAPITAL BANK

ATTN: Customer Service Department

Bank Name: _____
Address: _____
City, State, Zip: _____
Date: _____

Re: Please close my account(s)

To Whom It May Concern:

I have recently changed banks and would like to close the account(s) listed below.

Close account(s) as of (date):

Account Type (checking, savings, etc)	Account Number

Please forward all remaining funds to me at the address provided at the bottom.

Thank you.

Sincerely,

SIGNATURE

If you need any additional information, please contact me at:

PHONE: _____

EMAIL: _____

MAIL FUNDS TO:

NAME (PRINT): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

NAME (PRINT): CAPITAL BANK

ADDRESS: 8700 MONTANA AVE

CITY, STATE, ZIP: EL PASO, TX 79925