

Come Bank With Us Checklist

Moving your accounts to First National Bank Northwest Florida has never been easier or more convenient! Refer to the following guide for detailed information needed to complete each account activity. Mark off your checklist as you *Come Bank With Us*.

Your First National Bank Northwest Florida Account Number _____ Routing Number: 063211726

To close your old account and transfer remaining funds, you should:

- * Maintain sufficient funds in your previous account to clear any outstanding checks or automatic withdrawals prior to closing the account completely.
- * Double check maturity dates if transferring a Certificate of Deposit, in order to avoid possible penalties (you may need to provide original certificate)
- * Make sure every automatic deposit or withdrawal has posted to your new account prior to closing the previous account to avoid unnecessary fees.
- * Complete the [Account Closing Notification Form](#) and present it to your previous bank to process

To change your payroll or direct deposit, you should:

- * Have a voided check from your First National Bank Northwest Florida account
- * Complete the [Direct Deposit Request Form](#) and present it to your employer to process

To change your automatic payment or withdrawal, you should:

- * Have a recent bank statement with your previous account number(s) and details of automatic transactions. OR
- * Have a recent statement from the vendor
- * Complete the [Automatic Payment Request Form](#) and present it to the vendor
- * PLEASE NOTE: You must complete a separate form for each vendor that debits money from your account.

To rollover a 401(k) or other retirement account, you should:

- * Speak with a Customer Service Representative.
- * Have a recent account statement
- * Have contact information for your employer or former employer

For assistance, please contact a Customer Service Representative at any of our convenient offices or call 850-769-3207. You can e-mail us at bookkeeping@fnbnwfl.bank with questions, a telephone number where you can be reached and let us call you!

We're here to help - every step of the way!

* All loans subject to credit approval.

Member FDIC

To establish your personal online banking service, you should:

- * Speak with a Customer Service Representative OR
- * Visit www.fnbnwfl.com, find "Online Banking" on the left middle of the page, and click the gray "Enroll" button.
- * Complete the First National Bank Northwest Florida OnLine Registration Form
- * Check e-mail for login information and step-by-step instructions for accessing your new service

To establish your business online banking service, you should:

- * Speak with a Customer Service Representative.

To establish your E-Statement service included with online banking, you should:

- * Visit www.fnbnwfl.com, sign into your online banking service and go to your accounts listing screen. Click on the "statement" icon next to your account number.
- * Read and accept the terms & conditions disclosure.
- * Once you have accepted, your e-statements will be available and you will no longer receive paper statements.

To establish your Telephone Banking service, you should:

- * Sign the form at the back of the Electronic Funds Disclosure New Account Packet and return it to a Customer Service Representative
- * Complete the [Telephone Banking form](#) and email us at bookkeeping@fnbnwfl.bank

To discuss an existing loan, you should:

- * Speak to a Loan Officer at any of our offices*
- * Provide recent loan statement with loan account information and balance remaining

**FIRST NATIONAL BANK
NORTHWEST FLORIDA**