



PARTNERS *in* YOUR VISION.

Welcome to Capital Bank!

To help minimize the time and effort that you might experience in making some changes to your accounts, we have assembled a few key documents that can help simplify the process for you. Below is the list that you will find available.

1. **Account Balance Calculation Worksheet** – quickly and easily calculate how much money to leave in your current bank account to pay for outstanding checks or other debits.
2. **Existing Account Closure Authorization** – give your current bank instructions for closing your existing accounts.
3. **New Account Conversion Checklist** – actions you can take to help make your transition to Capital Bank as smooth as possible.
4. **ACH Authorization** – notify vendors or others who debit or credit your current account via the ACH system (Automated Clearing House) to transfer that activity to your new Capital Bank account(s).

Should you have any questions, please don't hesitate to contact a Capital Bank branch manager at any of the branches listed below, or where your accounts are housed. Or, speak to your branch staff about setting up online account access so you can access your account from anywhere, anytime.

Sincerely,

The Capital Bank Team

ROCKVILLE, MD

One Church Street Suite 100
Rockville, Maryland 20850
PHONE (240) 283-0416

NORTH BETHESDA, MD

6000 Executive Blvd. Suite 100
North Bethesda, Maryland 20852
PHONE (240) 283-0420

WASHINGTON, DC

1776 Eye Street, N.W.
Washington D.C. 20006
PHONE (202) 861-2265

RESTON, VA

10700 Parkridge Blvd., Suite 180
Reston, Virginia 20191
PHONE (540) 227-8088

COLUMBIA, MD

6711 Columbia Gateway Dr. Suite 170
Columbia, Maryland 21046
PHONE (443) 221-0302