



RICHWOOD
BANK

**SIMPLE
SWITCH GUIDE**



CUSTOMER SWITCH GUIDE



Dear valued customer,

We are so pleased that you have chosen Richwood Bank to serve you in all your financial endeavors. We understand that the process of switching banks can feel overwhelming. To help put your mind at ease, we have assembled this switch guide. By simply following the checklist, filling out the appropriate forms, and providing us with the necessary information, we guarantee that your switch to Richwood Bank will be as simple as possible. If you have any questions during this process, please do not hesitate to call us, or better yet, to stop in to your nearest Richwood Bank branch! We value your business and look forward to working with you for years to come.

Sincerely,

Richwood Bank Staff



1. OPEN A NEW ACCOUNT WITH RICHWOOD BANK

At Richwood Bank we like to give our customers options. We provide a variety of checking and savings accounts to meet the unique needs of each of our unique customers. Not sure which account is right for you? No problem. Call or stop in to your nearest Richwood Bank branch and we would love to discuss options that would best fit your needs.

2. SWITCH ALL DIRECT DEPOSITS

Contact vendors and merchants that send direct deposits to your old account and ask about their procedure for sending deposits to a new account. Some may require that you use their authorized form. You'll need to provide your new Richwood Bank routing and checking account numbers.

3. SWITCH ALL AUTOMATIC PAYMENTS

Recurring payments that are automatically debited from your old account, such as vendor payments and dues, will need to be changed. Contact EACH company and provide your new checking account number and routing number. If written notification is required, use the Automatic Payments Form included at the end of this guide.

4. STOP USING YOUR OLD ACCOUNT(S)

Keep your old account open until all outstanding checks have cleared and your automatic payments and transactions have been switched over to your new Richwood Bank account.

5. CLOSE YOUR OLD ACCOUNT(S)

Once your checks have cleared and your automatic payments and direct deposits are being successfully deducted or credited from your new Richwood Bank account, close your old account.



TIPS TO REMEMBER



- Write down your new routing number and your new checking account number. You will need this information to change your automatic payments and direct deposits from your old account to your new Richwood Bank Account.
- Keep your old account open until all outstanding checks have cleared and your automatic payments and transactions have been switched over to your new Richwood Bank account.
- Contact your vendors and merchants who may send automatic payments to your old account and notify them of the new Richwood Bank routing and account number.
- Have your new checking account number and routing transit number handy when you call to switch. If they require written notification, included are our easy Automatic Payments Change Forms to assist with your switch.
- If you have old checks, bring them to any Richwood Bank location and we can securely shred or destroy the old inventory and order new deposit materials for you.





AUTOMATIC PAYMENT CHANGE FORM



To: _____ From: _____

Subject: Automatic Payment Change For Account: _____
(Include account number or description)

Please accept this memo as notification that _____ has established a new checking or savings account with Richwood Bank. Currently you are authorized to receive automatic payments from their existing account, which I am now closing on their behalf. For this reason, I am authorizing you to establish automatic payments from their new Richwood Bank account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from their new Richwood Bank account.

Richwood Bank Account # _____
Richwood Bank Routing # 044106588

Checking Savings

Authorized Signature: _____ Date: _____

Print Name _____ Title _____

Phone Number _____

Street Address _____ City _____

State _____ Zip _____

Branch Phone # _____ Branch Fax # _____

If this form is not sufficient to establish automatic payments from the new checking account, please provide a copy of your company form for an authorized signature to the above name and address.



REQUEST TO CLOSE ACCOUNT FORM



To: _____

From: _____

Re: _____

Date: _____

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all automatic debits and credits to my account.

Please issue a check for any remaining balance and send it to my attention at the following address:

Please close the following account(s):

Checking Account # _____
Authorized Signer _____
Authorized Signer _____

Savings/Money Market Account # _____
Authorized Signer _____
Authorized Signer _____

Business Check Card _____
Authorized Signer _____
Authorized Signer _____

Business Credit Card _____
Authorized Signer _____
Authorized Signer _____

Your prompt attention to this matter will be greatly appreciated. Thank you.

(Signature)

(Date)



PERSONAL TRACKING FORM



Use this checklist to organize all account activity and ensure a smooth transition. This form is for your organization and reference. There is no need to distribute.

Richwood Bank Routing Number: 044106588

Richwood Bank Account Number: _____

Automatic Payments In

Company	Date Notified	Switched?

Automatic Payments Out

Company	Date Notified	Amount	Switched?

Old Account closed? _____

Payroll Accounts Switched? _____

Merchant Accounts Switched? _____

