



Switch Kit

Make the switch to R Bank in 5 easy steps! Here's how:

1. Open your R Bank account.

Stop by or call 512-600-8100. Be sure to make note of your new R Bank account number and routing number. You will need these later.

2. Stop using your old account.

It may take up to 10 days for all your checks to clear, giving you plenty of time to carefully dispose of unused checks, debit cards, and deposit slips.

3. Change direct deposits.

Send the enclosed form to your employer, the Social Security Administration, or your retirement plan along with a deposit slip or voided check.

4. Change automatic payments.

Use the enclosed form to change auto-withdrawal or payment services. Remember to update other accounts that use your previous debit card number for payments made online.

5. Close your old account.

Last, but not least, send your old bank the enclosed form. They will mail you a check for any remaining balance. It's as simple as that.

Questions?

We're happy to help! Come by for a visit or call us at 512-600-8100.

Please change accounts for payroll direct deposit.

Date

Company Making Direct Deposit

Company Address

City, State Zip

To Whom It May Concern:

You are currently depositing my entire paycheck, part of my paycheck, or some type of payments into the following account:

Former Bank Name

Routing Number

Account Number

Please start making these automatic deposits into my new account:

R Bank

New Bank Name

114926012

Routing Number

Account Number

If you have any questions about this request, please contact me.

Signature

Date

Printed Name

Phone Number

Address

City

State, Zip

****Please keep a copy of this form for your records.****

Please change account for automatic withdrawal.

Date

Company Making Withdrawal

Company Address

City, State Zip

To Whom It May Concern:

I have recently changed banks and signed up with R Bank. You are currently withdrawing \$_____ weekly / monthly / yearly (circle) from the following account:

Former Bank Name

Routing Number

Account Number

For _____ (payment or reason) on _____ (payment date). Please start making these withdrawals from my new account:

R Bank

New Bank Name

114926012 _____

Routing Number

Account Number

If you have any questions about this request, please contact me.

Signature

Date

Printed Name

Phone Number

Address

City

State, Zip

****Please keep a copy of this form for your records.****

Please close my account.

Date

Bank Name

Address

City, State Zip

To Whom It May Concern:

Please close the following accounts:

Send a check for the remaining balance to the address below. If you have any questions about this request, please contact me.

Sincerely,

Signature

Date

Printed Name

Phone

Address

City

State, Zip

Co-Owner Signature

Date

Co-Owner Printed Name

****Please keep a copy of this form for your records.****