

Switch to RiverWood Bank with these 4 simple steps.



Use this checklist to organize and track the changing of your direct deposits and any reoccurring payments to your RiverWood Bank checking account.

Important information you'll need to make the switch to a RiverWood Bank checking account:



Bank routing transit number (RTN): This is the nine-digit number on the bottom left-hand corner of your checks, to the left of your account number.

Account number: This 10 digit number is unique to your account. You will need it to set up direct deposits or payments.

1. Open your new account at RiverWood Bank.

2. Switch your direct deposits and other automatic deposits.

- You'll need your account number and routing number. Some companies also require a voided check.
- Don't forget to switch all automatic deposits:

- **Employer, private retirement or pension, annuity, dividend:** *Contact source of funds directly*
- **Social Security: 1-800-772-1213**
- **Defense Finance and Accounting Service: 1-800-321-1080**
- **Department of Labor:** *See a personal banker for assistance or visit GoDirect.org*
- **Department of Veterans Affairs: 1-877-838-2778**
- **Office of Personnel Management / Civil Service: 1-888-767-6738**
- **Railroad Retirement: 1-877-772-5772**

3. Transfer recurring payments from your new account.

Transfer payments that are automatically deducted from your account by contacting your service providers to give them your new account number or debit card number. Use the list below to keep track of the next scheduled payment date and when you have finished setting up the new payment. For bills that are not deducted from your account on a recurring basis, pay your bills with RiverWood Bank Bill Pay. A form is available to make requesting this change easy.

	Due Date	Notes		Due Date	Notes
<input type="checkbox"/> Auto Loan	_____	_____	<input type="checkbox"/> Fitness	_____	_____
<input type="checkbox"/> Cable	_____	_____	<input type="checkbox"/> Internet	_____	_____
<input type="checkbox"/> Cell Phone	_____	_____	<input type="checkbox"/> Insurance	_____	_____
<input type="checkbox"/> Credit Card	_____	_____	<input type="checkbox"/> Mortgage/Rent	_____	_____
<input type="checkbox"/> Electric	_____	_____	<input type="checkbox"/> PayPal®	_____	_____
<input type="checkbox"/> Garbage	_____	_____	<input type="checkbox"/> Water	_____	_____
<input type="checkbox"/> Gas	_____	_____	<input type="checkbox"/> Other	_____	_____

4. Close your old checking account.

After 60-90 days and you have verified that all checks and automatic payments have cleared your old account and you've changed all of your direct deposits then you are ready to close your old account. Use the Request to Close Account form to provide notice and authorization to close your account and issue a check for the remaining balance.

Use the following to make switching your accounts simple:

- Direct Deposit Authorization check blank
- Automatic Deposit Change Request form
- Automatic Payment Change Request form
- Request to Close Account form

Automatic Deposit Change Request (OTHER THAN PAYROLL)

Date of Request _____

Name of Organization _____

Address _____

City, State, ZIP Code _____

My Account Number with You _____

To Whom It May Concern:

I have recently changed my bank account to RiverWood Bank and request that you redirect my automatic deposit from my old bank account to my new bank account.

My personal information is provided below. If this form is not sufficient to make this change, please contact me with further instructions, or send me a copy of your organization's form for my signature.

Sincerely,

Account Holder Signature

My personal information:

Name _____

Social Security Number _____

Address _____

City, State, Zip _____

Phone Number _____

My automatic deposit is currently directed to:

Financial Institution _____

Routing Number _____

Account Number _____

Please send my automatic deposit to my RiverWood Bank account.

RiverWood Bank Address _____

Type of Account _____

Routing Number 291271240 _____

Account Number _____

Enclosure: Voided check from my new RiverWood Bank account.

888-751-5120 | RiverWoodBank.com

MEMBER FDIC



Automatic Payment Change Request

Date of Request _____

Name of Organization _____

Address _____

City, State, ZIP Code _____

My Account Number with You _____

To Whom It May Concern:

I have recently changed my bank account to RiverWood Bank and request that you redirect my automatic payment from my old bank account to my new bank account as soon as possible.

My personal information is provided below. If this form is not sufficient to make this change, please contact me with further instructions, or send me a copy of your organization's form for my signature.

Sincerely,

Special Instructions:

Account Holder Signature

My personal information:

Name _____

Address _____

City, State, Zip _____

Phone Number _____

My automatic payment is currently coming from:

Financial Institution _____

Routing Number _____

Account Number _____

Please change my automatic payment to my RiverWood Bank account.

RiverWood Bank Address _____

Type of Account _____

Routing Number 291271240 _____

Account Number _____

Enclosure: Voided check from my new RiverWood Bank account.



Request to Close Account

Date of Request _____

Financial Institution _____ Attn: Customer Service Department

Address _____

City, State, ZIP Code _____

To Whom It May Concern:

This letter serves as my request to close my 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 close the account(s) listed below and send a check for the remaining balance to my address. If you have any questions or need additional information, please contact me.

Sincerely,

Account Holder Signature

Joint Account Holder Signature

My personal information:

Name _____

Address _____

City, State, Zip _____

Phone Number _____

My accounts at your bank are as follows:

Name(s) on Account _____

Account Number _____

Name(s) on Account _____

Account Number _____

Name(s) on Account _____

Account Number _____

