



## Making the switch in 5 easy steps. Here's how:

### 1. Open your R Bank account.

Stop by or call **512-600-8100**. Be sure to write down 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 of 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 close my account.

\_\_\_\_\_

Date

\_\_\_\_\_

Bank Name

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip Code

## To Whom It May Concern:

Please close the following account(s)

\_\_\_\_\_

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

\_\_\_\_\_

Name (printed)

\_\_\_\_\_

Phone

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State Zip Code

\_\_\_\_\_

Co-Signer Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Signer Name (printed)

Please keep a copy of this form for your records.

# Please change accounts for payroll direct deposit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Making Direct Deposit

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City State Zip Code

## 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

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

Please start making these automatic deposits into my new account:

R Bank \_\_\_\_\_

114926012 \_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

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

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State Zip Code

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 Code

## To Whom It May Concern:

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

\_\_\_\_\_

Former Bank

\_\_\_\_\_

Routing Number

\_\_\_\_\_

Account Number

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

R Bank \_\_\_\_\_

114926012 \_\_\_\_\_

Routing Number

\_\_\_\_\_

Account Number

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

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name (printed)

\_\_\_\_\_

Phone

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

Zip Code

Please keep a copy of this form for your records.