



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.