

# Switch to River City Bank!

## It's as EASY as 1-2-3.

### STEP 1 >

#### Set up or transfer your direct deposit

- Complete a Direct Deposit Authorization Form.
- Provide the form to your employer's HR or payroll contact.

### STEP 2 >

#### Transfer automatic payments (ACH transactions)

- Complete the Automatic Payment Authorization Form.
- Provide a completed form to each payee or biller.

### STEP 3 >

#### Close your old bank account

- Ensure all outstanding checks and ATM/debit card transactions have cleared and direct deposits/automatic withdrawals are appearing on your River City Bank account statement.
- Complete an Account Closing Form and submit to your former bank.

Visit [rivercity.bank/switch-to-river-city/](https://rivercity.bank/switch-to-river-city/) to download our Switch Kit.



# Direct Deposit Authorization Form

To:

Name

Company Name

Company Address

City, State, Zip Code

I would like to **Establish Direct Deposit** **Change my existing Direct Deposit**  
using the information below.

Employee ID Number

Social Security Number

Checking Account 1

Checking Account 2 (optional)

Account Number

061120770

River City Bank Routing Number

Account Number

Amount (in dollars or percentage of deposit)

Amount (in dollars or percentage of deposit)

I hereby authorize \_\_\_\_\_ (employer/3rd party) to make these  
deposits directly to my River City Bank account(s) shown above and authorize River City Bank to accept these deposits.

Sincerely,

Customer Signature

Date

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code

# Automatic Payment Authorization Form

To Whom It May Concern,  
I would like to **change accounts for automatic withdrawals**. Below is the date I would like to end payments from my former account and the information you will need to begin drawing money from my new River City Bank account.

Date to Discontinue Withdrawal

Company Making Withdrawal

Company Address

City, State, Zip Code

## My Former Bank Account

Bank Name

Bank Routing Number

Account Number

Checking

Savings

For (reason for payment)

On (date of month)

## My New River City Bank Account

061120770

River City Bank Routing Number

River City Bank Account Number

Checking

Savings

Locating your routing and account number:

Routing Number      Checking Account Number

Sincerely,

Customer Signature

Date

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code

# Account Closing Form

**To:**

Name

Company Name

Company Address

City, State, Zip Code

I would like to **close my existing account(s)** using the information below.

Checking Account Information

Checking Account Number

Savings Account Information

Savings Account Number

All remaining balances should be sent to me at the address below.

Sincerely,

Customer Signature

Date

Co-signer Signature

Co-signer Name (printed)

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code

# TRANSACTION CHECKLIST

## GET ORGANIZED

**\*Helpful Tip:** For reference, gather your most recent statement from your old financial institution. You may even want a couple months worth. If applicable, include statements/information for utility payments, loan payments, health club memberships, etc. you have set up with your old account.

**DIRECT DEPOSITS:** List all direct deposits to your account(s).

Deposit Type	Company/Institution Name	Account Number	Amount	Date
Employer Payroll				
Social Security				
Pension/Retirement				
Investment/Brokerage				

**AUTOMATIC PAYMENTS/TRANSFERS:** List all withdrawals from your account(s).

Withdrawal Type	Company/Institution Name	Account Number	Amount	Date
Home/Auto Insurance				
Life Insurance				
Gas/Electric				
Phone				
Water				
TV/Internet				
Mortgage				
Credit Card				

### Former Account Activity Tracking

You will want to keep track of the activity on your old account. Make sure that all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared before closing the account.