



Your Community Partner

Banking with Royal Bank is as simple as 1, 2, 3 with our convenient

Switch Forms

3 Easy Steps to switch your accounts to Royal Bank:

1. Fill out the **Checking Account Closure form** to the right and take it to your bank. It gives your bank the date to close your account and where to send your remaining balance.
2. Set up your direct deposits with the **Direct Deposit Change Form** to the right and give it to your employer. This will give your employer the information they'll need to route future checks. Your employer may have additional forms for you to complete.
3. Set up your automatic payments with the **Automatic Payment Change** form to the right. Forward the completed form to each company that automatically deducts bill payments from your checking account, or to those that you want to set this up with. This form gives your new information to the company so they can change their billing information.

Checking Account Closure Form

Date: _____ Name: _____
 Current Financial Institution: _____
 Address: _____
 Account Number to Close: _____ New Account Number: _____
 New Financial Institution: **Royal Bank** _____
 Address: _____
 Attention: **New Accounts** _____ Phone Number: _____
 I hereby authorize the closing of my account effective (date): _____
 Signature: _____

SEND THIS FORM TO YOUR CURRENT FINANCIAL INSTITUTION

Direct Deposit Change Form

Date: _____ Name: _____
 Employer Company Name: _____
 Employer Address: _____
 Previous Financial Institution: _____
 Address: _____
 Previous Account Number Closing: _____ New Account Number: _____
 New Financial Institution: **Royal Bank** Address: _____
 Routing Number for New Bank: **075903116** Phone Number: **800.873.1406**
 I hereby authorize direct deposit to my account effective (date): _____
 Signature: _____

SEND THIS FORM TO YOUR CURRENT EMPLOYER

Automatic Payment Change Form

Date: _____ Name: _____
 Company Name: _____
 Previous Financial Institution: _____
 Address: _____
 Previous Account Number: _____ New Account Number: _____
 New Financial Institution: **Royal Bank** Address: _____
 Routing Number for New Bank: **075903116** Phone Number: **800.873.1406**
 I hereby authorize the automatic payment of my account effective (date): _____
 Signature: _____

SEND THIS FORM TO EACH COMPANY THAT RECEIVES ELECTRONIC PAYMENTS