

# Randall State Bank



Established in 1908

## WELCOME TO RANDALL STATE BANK

Just follow this step-by-step checklist to help make your switch to Randall State Bank quick and easy. If you have any questions throughout the process, please do not hesitate to contact us.

### **1. OPEN YOUR NEW RANDALL STATE BANK ACCOUNT.**

Stop in our office and select an account that is right for all of your banking needs.

### **2. STOP USING YOUR OLD ACCOUNT AND BEGIN USING YOUR NEW ACCOUNT.**

Make sure you leave enough funds in your old account until all of your checks have cleared and any automatic withdrawals have been successfully transferred.

### **3. MOVE YOUR DIRECT DEPOSITS TO YOUR NEW ACCOUNT.**

Use the enclosed form to request that companies begin using your new account for all of your automatic deposits.

### **4. CHANGE YOUR AUTOMATIC PAYMENTS.**

Fill out the enclosed form to request that companies begin using your new account for all of your automatic payments. Be aware that some companies require a few weeks notice before changes take affect.

### **5. STOP USING AND CLOSE YOUR OLD ACCOUNT AT THE OTHER FINANCIAL INSTITUTION.**

Use the enclosed Account Closing Form to request your old account be closed once all of your checks and other items have cleared. Destroy any unused checks, debit cards, and deposit slips.

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## DIRECT DEPOSIT CHANGE LETTER

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### To Whom It May Concern,

You are currently depositing  My Entire Paycheck  Part of My Paycheck to the following account:

Old Bank: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

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

New Bank: RANDALL STATE BANK

Bank Routing Number: 091909084

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

Please cancel my direct deposit to that account and transfer the deposit to the account listed above.

If you have any questions about this request, please contact me by phone at:

\_\_\_\_\_

Thank you!

Signature: \_\_\_\_\_

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## **AUTOMATIC WITHDRAWAL CHANGE LETTER**

Please accept this letter as my authorization to have my automatic payments with your company changed to my new account listed below.

Name of Company That Makes Automatic Withdrawals: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

My customer account number with your company is: \_\_\_\_\_

Old Bank: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

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

New Bank: RANDALL STATE BANK

Bank Routing Number: 091909084

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

Please stop making withdrawals from that account and instead make them from the new account listed above.

If you have any questions about this request, please contact me by phone at:

\_\_\_\_\_

Thank you!

Signature: \_\_\_\_\_

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**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				

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## REQUEST TO CLOSE ACCOUNT

Previous Bank's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

To Whom It May Concern:

Please accept this as my authorization to close my account listed below and send a check for the remaining balance to me at the address listed below.

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

If you have any questions about this request, please contact me during the  Day

Evening at (\_\_\_\_) \_\_\_\_\_.

Thank you,

Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Co-Signer Signature (if applicable): \_\_\_\_\_

Co-Signer Name (Please Print): \_\_\_\_\_

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