



BUSINESS SWITCH KIT

Thank you for choosing RiverBank! Enclosed you will find a complete and easy to use program for switching your checking account from your current financial institution to RiverBank. And to make the transition smooth, we will assist you through each of the following four easy steps:

Step 1: Open your RiverBank checking account. Our Relationship Bankers will help you select the best account and banking services, tailoring our solutions to your individual needs. We will also help you set up your Online Banking, Bill Pay, and Web Statements.

Step 2: Stop using your old account. Leave the account open until all direct deposits and automatic payments have been changed to RiverBank and all outstanding checks have cleared.

Step 3: Change your automatic deposits, payments, & transfers. We are happy to assist in changing all automatic transactions to your new account. This can be easily done with the Automatic Payment or Direct Deposit Switch Form provided in this packet.

Step 4: Close your old account. Complete the enclosed Account Closure Form once automatic transactions have changed to RiverBank and all outstanding checks have cleared the old account.

It's that easy! With the help of RiverBank's well trained staff we can make the transition a smooth and enjoyable process. Before you know it, you'll have switched to RiverBank, a bank dedicated to delivering the highest levels of customer service.

RiverBank is dedicated to delivering the highest levels of customer service. Anytime we can be of assistance, please call. We're here to work for you.

Welcome to the Family and
thank you for choosing RiverBank!

AUTOMATIC DEPOSITS, PAYMENTS, & TRANSFERS WORKSHEET
Payment/Transfer Checklist

Tip: Review a recent account statement from your former account to identify payments and transfers.

Payment or Transfer	Company	Account Number	Amount	Date of Payment	Switch Verified
Auto Loan/Lease					
Cable/Satellite TV					
Cell Phone					
Charities					
Credit Cards					
Daycare					
Electric					
Gas/Oil					
Insurance (auto, home, life, etc.)					
Internet Provider					
Investments					
IRA/ Retirement					
Memberships (health club, auto, other)					
Mortgage/ Rent					
Telephone					
Utilities					
Other					

Direct Deposit Checklist

Direct Deposit	Company	Account Number	Amount	Date of Payment	Switch Verified
Employee Payroll					
Investment Incomes					
Pension(s)/ Retirement					
Social Security*					
Other					

**Tip: The fastest way to change Social Security direct deposits is to call the Social Security Administration 1-800-772-1213. Have your social security number and amount of last deposit.*

AUTOMATIC PAYMENT or DIRECT DEPOSIT SWITCH FORM

Use this form to redirect your automatic payment or direct deposit to your new RiverBank account.

Company Name: _____

Company Address: _____

To Whom It May Concern:

My business recently changed financial institutions, opening a new account with RiverBank.
The business's information is as follows:

Name: _____ Phone Number: _____

Address: _____

Account Number with your Company: _____

Please redirect my: Direct Deposit Automatic Payment

Effective: Immediately Beginning __/__/__

My new account information is as follows: Checking Savings Money Market

RiverBank Account Number: _____

RiverBank ABA Routing Number: **125108816**

RiverBank Contact Information: 202 E. Spokane Falls Blvd. Suite 201
Spokane, WA 99202
(509) 744-6900

Authorized Signature

Date

***Attach a VOIDED check from your
new account to this form.***



REQUEST TO CLOSE ACCOUNT AND TRANSFER FUNDS

Financial Institution: _____

Mailing Address: _____

To Whom It May Concern:

Please accept this letter as authorization to close the following account(s) in the name of:

Business Name: _____

Account # _____ Checking Savings Money Market Other

Account # _____ Checking Savings Money Market Other

Account # _____ Checking Savings Money Market Other

Please issue a cashiers check made payable to the business and mail it to our new financial institution:

RiverBank
Attn: Client Services
202 E. Spokane Falls Blvd. Suite 201
Spokane, WA 99202

Thank you for your assistance in this matter.

Authorized Signature 1 Printed Name Date

Authorized Signature 2 (if needed) Printed Name Date

Mailing Address City State Zip Phone

If you have any questions regarding this request, or if the letter is not sufficient to make this change, please contact RiverBank Client Services at (509) 744-6900.

READY TO OPEN YOUR ACCOUNT?

Select your desired products & services, complete the required fields, and sign the form.

Products and Services			
<u>Account Type</u>	<u>Services</u>		
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Certificate of Deposit _____ term <input type="checkbox"/> Business Loan/Line of Credit	<input checked="" type="checkbox"/> Online Banking <i>(Included)</i> <input checked="" type="checkbox"/> Web Statement(s) <i>(Included)</i> <input checked="" type="checkbox"/> Business Debit Card <i>(Free with all accounts)</i> <input checked="" type="checkbox"/> Internet Bill Pay <i>(try it free for first 3 months)</i> <input type="checkbox"/> Online Cash Management <i>(only \$40/month)</i> <input type="checkbox"/> Credit Card <input type="checkbox"/> Concierge Services <input type="checkbox"/> Remote Capture	<input type="checkbox"/> Automated Clearing House (ACH) <input type="checkbox"/> Treasury Tax Payments <input type="checkbox"/> Zero Balance Account (ZBA) <input type="checkbox"/> Sweep Account <input type="checkbox"/> Letters of Credit <input type="checkbox"/> Merchant Bankcard Program <input type="checkbox"/> Other _____	
My Business is a:			
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership <input type="checkbox"/> LLC	<input type="checkbox"/> LLP <input type="checkbox"/> Other _____	
Business Information:			
Business Name		Federal Tax Payer ID #	
Physical Address		Business Phone	
		Fax Number	
Mailing Address		Email	
<p>Additional documentation will be required to open your business account. Please be prepared to submit the following documentation as it applies to your business:</p> <ul style="list-style-type: none"> Business License Certificate of Formation LLC Agreement Articles of Incorporation Partnership Agreement <p>Your RiverBank Relationship Banker will work with you to determine the exact paperwork required for your business. The list above is a sampling of the possible documents required. We know that every business is different and look forward to working with yours.</p>			

Authorized Signers	Signer #1	Signer #2
Name		
Existing Customer(s) <input type="checkbox"/> Yes (If existing customer - completion of remainder of section not required)		
Title		
Social Security #		
ID Details	Issued By: ID Number: Issue Date: Expiration Date:	
Mother's Maiden Name		
Date of Birth		
Place of Birth		
Home Address		
E-Mail Addresses	Primary: Secondary:	
Phone	Home: Cell:	
If more than two signers on the account, please submit a second form with the additional signer information.		

PATRIOT ACT INFORMATION DISCLOSURE: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Customer Signature _____

Date _____

Customer Signature _____

Date _____