



RIVERBANK  
We Bring Banking to You

## BUSINESS SWITCH KIT

Thank you for choosing RiverBank! Enclosed you will find a complete and easy to use guide for switching your bank accounts 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 accounts.** 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: Change your automatic deposits, payments, & transfers.**

We are happy to assist in changing all automatic transactions to your new accounts. This can be easily done with the Automatic Payment or Direct Deposit Switch Form provided in this packet.

**Step 3: 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 4: Close your old account.** Complete the enclosed Account Closure Form once automatic transactions have changed to RiverBank and all outstanding checks have cleared your old account.

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



RIVERBANK

We Bring Banking to You

BUSINESS SWITCH KIT

Products and Services

Account Type	Services	
<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>(Included)</i> <input checked="" type="checkbox"/> Online Bill Pay <i>(Included)</i> <input type="checkbox"/> Online Cash Management <i>(from</i> <i>\$35/month)</i> <input type="checkbox"/> ACH Origination <input type="checkbox"/> Wire Origination <input type="checkbox"/> Positive Pay <input type="checkbox"/> Concierge and Mobile Branch Services	<input type="checkbox"/> Zero Balance Account (ZBA) <input type="checkbox"/> Sweep Account <input type="checkbox"/> Letters of Credit <input type="checkbox"/> Merchant Services <input type="checkbox"/> Credit Card <input type="checkbox"/> Remote Deposit Capture (RDC) <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	
Mailing Address		Fax Number	
		Email	



FDIC



**RIVERBANK**

*We Bring Banking to You*

## **BUSINESS SWITCH KIT**

**Additional documentation will be required to open your business account. Please be prepared to submit the following documentation as it applies to your business:**

Business License

Certificate of Formation

LLC Agreement

Articles of Incorporation

Partnership Agreement

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.



**FDIC**



**BUSINESS SWITCH KIT**

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:		
<b>If more than two signers on the account, please submit a second form with the additional signer information.</b>		



**Payment/Transfer Checklist**

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

<b>PAYMENT OR TRANSFER</b>	<b>COMPANY</b>	<b>ACCOUNT NUMBER</b>	<b>AMOUNT</b>	<b>DATE OF PAYMENT</b>	<b>SWITCH VERIFIED</b>
Auto Loan/Lease					
Cable/Satellite TV					
Cell Phone/Tablets					
Charities					
Credit Cards					
Employee Payroll					
Insurance Policies					
Internet Provider					
401k/Pension					
Memberships (health club, auto, other)					
Mortgage/ Rent					
Telephone					
Utilities					
Other					

**Direct Deposit Checklist**

<b>DIRECT DEPOSIT</b>	<b>COMPANY</b>	<b>ACCOUNT NUMBER</b>	<b>AMOUNT</b>	<b>DATE OF PAYMENT</b>	<b>SWITCH VERIFIED</b>
Investment Income					
Other					



*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, and has opened a new account with RiverBank. The business's information is as follows:

Business 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.***



**RIVERBANK**

*We Bring Banking to You*

**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 cashier's 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.

