



Welcome to Red River State Bank!

Thank you for choosing Red River State Bank. Here you will find everything you need to switch your checking account from your current financial institution to Red River State Bank. After completing the five easy steps outlined below, your switch will be completed.

Step 1:

Open a checking account with Red River State Bank and sign up for our online banking service.

Step 2:

Stop using the account at the bank you are switching from (please note – you should leave the account open until all transactions have cleared and direct deposits/automatic payments have been successful switched to RRSB).

Step 3:

Change all of your direct deposits to your Red River State Bank account. This can be done by using the attached template letter.

Step 4:

Change all of your automatic payments to your Red River State Bank account. This can be done by using the attached template letter.

Step 5:

Close your previous account. This can be done by using the attached template letter.

That's all it takes to switch to Red River State Bank. If we can be of any assistance during this transition, please feel free to call 218-456-2187 or 1-800-472-1754 or stop by the bank.

Welcome to Red River State Bank

Randall C. Aarestad

President, Red River State Bank



The following letters and forms are all you need to Switch It to Red River State Bank!

Account Closing Letter

Notify your bank of the accounts you are closing and give direction for disbursement of any remaining funds.

Automatic Payment Transfer Letter

Send this letter to each of your vendors to transfer any automatic payments from your old account to your new Red River State Bank account.

Automatic Payment Cancellation Letter

Send this letter to each of your vendors to cancel any automatic payments from your old account.

Automatic Payment Authorization Form

Send this form to your vendors to sign up for automatic payments from your new Red River State Bank account.

Direct Deposit Change Request

Use this form to change your direct deposit from your old account (s) to your new Red River State Bank account (s).

Direct Deposit Application

Please call 1-800-472-1754 or 218-456-2187 for a direct deposit application form.



CLOSE ACCOUNT

Bank Name

Address

City, State, Zip

ATTENTION: Account Maintenance
Subject: Closing my account(s)

This letter is to inform you I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address. If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt attention to this matter.

Sincerely,

AUTHORIZED SIGNATURE (Original signature required to authorize change)

DATE

First Name

Savings Account Number (s)

Last Name

Checking Account Number (s)

Address

City, State, Zip

Day Phone

Evening Phone



Switch It!

AUTOMATIC PAYMENT TRANSFER

Date

Dear

Name of Vendor

I am writing to inform you of a change in my banking relationship concerning my account

number

Vendor Account Number

I currently have my

Vendor Account Name

payment automatically withdrawn

from my checking/savings account #

at

Name of Previous Bank

the

1st/15th

of the month.

I would like to transfer these monthly transactions to my new bank, Red River State Bank, and submit this letter as written notification of that intention.

I understand I need to give notice prior to the next scheduled transaction. Therefore, I expect

the last transaction from

Previous Bank

to be the one dated

Date of last transaction

and the first one from Red River State Bank to be dated

Date of next transaction

Thank you for your prompt attention to this request. I have enclosed an automatic payment authorization form that includes the information necessary for you to begin withdrawals from my Red River State Bank account.

Sincerely,

Name

Address

Phone Number



Switch It! Switch It!

CANCEL AUTOMATIC PAYMENT

Company Name

Address

City, State, Zip

ATTENTION: Accounts Receivable/Accounting
Subject: Canceling My Automatic Payments

I would like to have my automatic payments with your company discontinued effective as of the date listed below. Thank you for your prompt attention to this matter.

Sincerely,

AUTHORIZED SIGNATURE (Original signature required to authorize change)

DATE

First Name

Last Name

Address

City, State, Zip

Day Phone

Evening Phone

Previous Bank Name

\$

Amount of Payment

Routing Number

Account Number



Switch It!

DIRECT DEPOSIT LETTER

Company Name

Address

City, State, Zip

ATTENTION: Payroll Department Manager

Subject: Switch my direct deposit to a new account

I have recently changed banks and would like to update my direct deposit. Please discontinue my current direct deposit instruction and begin making direct deposit(s) to my new Red River State Bank account. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt attention to this matter.

Sincerely,

AUTHORIZED SIGNATURE (Original signature required to authorize change)

DATE

First Name

Last Name

Address

City, State, Zip

Day Phone

Evening Phone

Previous Bank Name

Amount Deposited

Routing Number

Account Number

New Bank Name

Amount Deposited

Routing Number

Account Number