



Riverside Bank of Dublin Switch Kit

Take the hassle out of switching banks by using our convenient Switch Kit and make the move to Riverside Bank of Dublin.

Four Simple Steps:

1. Open your account at Riverside Bank of Dublin so that you have your account number ready and can use it in the “switch” process.
2. Complete the **Direct Deposit Transfer Form** and provide to those entities who currently have Direct Deposit set up to your old financial institution.
3. Complete the **Automatic Payment Request Form** to either set up new payments or change existing payment transfers from your old financial institution.
4. Finally, provide the **Close Account Form** to your current financial institution and that will complete the “switch” process of moving your account(s) over to Riverside Bank of Dublin!

We look forward to welcoming you as our newest customer here at Riverside Bank of Dublin!

Direct Deposit Transfer Form

After you have completed this form, please provide it to your employer/depositor for processing.

Employer/Depositor Name

Address

City, State, Zip

Telephone Number

To Whom It May Concern - You are currently depositing funds into the following account:

Financial Institution

Routing & Transit Number

Account Number

Effective immediately, please stop depositing into the above account and begin depositing to the account listed below.

Financial Institution: Riverside Bank of Dublin

Routing & Transit Number: _____

Account Number: _____ Account Type: Savings Checking

Sincerely,

Signature

Address

Name (Please Print)

City, State, Zip

Phone Number

Automatic Payment Request Form

This form should be completed and provided to a payee or merchant who currently has automatic payment set up for your account. They are commonly utility companies, credit card companies, cell phone companies, etc.

Payee or Merchant Name

Address

City, State, Zip

Telephone Number

To Whom It May Concern:

You are currently withdrawing \$_____ for the payment of my _____ on the _____ of
each month from the account listed below: (type of payment) (day)

Financial Institution

Routing & Transit Number

Account Number

Effective immediately, please stop deducting payments from the above account and begin using the account listed below.

Financial Institution: Riverside Bank of Dublin

Routing & Transit Number: _____

Account Number: _____ Account Type: [] Savings [] Checking

Sincerely,

Signature

Address

Name (Please Print)

City, State, Zip

Phone Number

Close Account Form

Be sure that you leave sufficient funds in your current account long enough for any outstanding checks and/or automatic payments to clear. Once all transactions have been posted to your account and you are ready to close it, print and complete this page and provide it to your current financial institution.

Financial Institution Name

Address

City, State, Zip

Telephone Number

To Whom It May Concern:

Please close my account, number _____, and forward the funds remaining in my account to: Riverside Bank of Dublin, 555 Metro Place N. Suite 200, Dublin, OH 43017.

Routing & Transit Number: _____

Account Number: _____ Account Type: [] Savings [] Checking

Thank you for your assistance.

Sincerely,

Signature

Address

Name (Please Print)

City, State, Zip

Phone Number