

Interested in switching your business account(s) to Riverland Bank? Not sure how to get started? We have developed the Riverland Switch Kit, a step-by-step guide to help make your transition as simple as possible. Just follow the steps below to get started!

If we can be of assistance throughout this transition, please call one of our Universal Bankers at 952-492-2750 (Jordan, MN) or 612-234-6301 (Minneapolis, MN). Thank you for choosing Riverland Bank!

STEP 1

Open a Riverland Bank checking account!

Contact a Universal Banker at one of our two convenient locations to determine what account(s) best fit your business needs.

Complete a Business Application and provide applicable organizational documents from the checklist.

STEP 2

Sign up for Riverland Bank Online Banking!

Track your direct deposits, checks, debit card payments, and automatic payments with ease.

STEP 3

Transfer any Automatic Payments and Debits to your new Riverland checking account.

The Automatic Payment Request Form makes it easy. Remember recurring payments you make by ACH, Debit Card, and Automatic Transfer.

STEP 4

Start using your new Riverland Bank checking account and stop using your former checking account.

Be sure to allow time for all outstanding debit card transactions and checks to clear. For your security, destroy any unused checks, deposit slips, and ATM/Debit cards. If you would like, we can do this for you.

STEP 5

Close out your former checking account.

When you are sure that all outstanding items have cleared and your Direct Deposits and Automatic Payments have made the switch to your new Riverland Bank account, it's time to close your former account. Take or mail the completed Account Closing Request Form to your former bank or call them to make arrangements to close the account and forward any remaining funds to you.

AUTOMATIC PAYMENT REQUEST FORM

Company Name _____
Address _____
City _____ State _____ ZIP _____

**RE: Switching My Automatic Payments to a New Account
ATTN: Accounts Receivable/Accounting**

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from my new **Riverland Bank checking account.**

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advance notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature _____ **Date** _____

AUTOMATIC PAYMENT INFORMATION

Name _____ Payee Name _____
Address _____
City _____ State _____ ZIP _____
Home Phone _____ Cell _____
Former Bank Name _____ Routing Number _____
Former Account Number _____ Amount of Debit _____
NEW Bank Name **Riverland Bank** NEW Routing Number **091917513**
NEW Account Number _____

ACCOUNT CLOSING REQUEST INSTRUCTIONS**Before sending the Account Closing Request Form:**

1. Check with your former bank to make sure that no additional information or forms are required.
2. If multiple accounts are involved, please complete a form for each account.
3. Inquire about any possible penalties with respect to early withdrawal before you close the account. If the account you are closing is a Certificate of Deposit (CD), it is important to check the maturity date. You may want to delay the switch of a CD to avoid penalties.
4. Verify that all checks and automatic payments have cleared prior to submitting the Account Closing Request Form.
5. Be sure that all automatic transactions have made the switch to your new **Riverland Bank checking account** prior to submitting the Account Closing Request Form.

After you've sent the Account Closing Request Form:

1. Check account statements from your former bank to verify that accounts have a zero balance and have been closed.
2. Enjoy your new **Riverland Bank checking account** and all the great services that Riverland Bank has to offer.

ACCOUNT CLOSING REQUEST FORM

Bank Name _____

Address _____ City _____ State _____ ZIP _____

Business Name

Name _____

Address _____ City _____ State _____ ZIP _____

Authorized Signer

Name _____

Address _____ City _____ State _____ ZIP _____

RE: Account number _____ Checking Savings

Please accept this letter as my official authorization to close my account with your institution.

Please send a check in the amount of my account balance, if any, to my attention at the address on file.

If you have any questions regarding this matter, please call me at my daytime phone number _____.

Thank you for your prompt assistance.

Sincerely,

Signature _____ **Date** _____