



Switching your account is fast and easy.

Instructions:

1. Fill out all text fields in the SmartSwitch profile below.
2. Stop using your old account.
3. Select the appropriate notification letters needed and print.*
4. Stop by one of our banking centers to complete the switch.

Banking Center locations:

Central Louisiana:

- 1412 Centre Court, Alexandria
- 3422 North Blvd., Alexandria
- 600 Jackson St., Alexandria
- 5631 Coliseum Blvd., Alexandria
- 3120 Hwy. 28 East, Pineville
- 4425 Monroe Hwy., Ball
- 1210 Wall St., Lecompte
- 4292 Hwy. 112, Forest Hill
- 447 East Tunica Dr., Marksville

Northwest Louisiana:

- 601 Market St., Shreveport
- 1753 E. Kings & E. 70th, Shreveport
- 1020 Bridgewater Ave., Shreveport
- 5868 Line Ave., Shreveport
- 2931 E. Texas, Bossier City
- 3300 Airline Drive, Bossier City

* The following letters can be found at www.redriverbank.net on the Switch Kit main page OR at any banking center.

Close My Account. This letter will notify your old bank that you are closing your account. Allow at least 30 days for outstanding checks to clear.

Switch My Automatic Withdrawal. This letter will notify companies to switch the account they are currently drafting for your automatic payments (utilities, mortgage, health clubs, etc.)

Switch My Direct Deposit. You will need this letter to switch the account your direct deposit is currently being credited.

Cancel My Automatic Withdrawal. If you are moving to a different city or state, you will need this letter to *cancel* automatic withdrawals for various organizations (fitness clubs, daycare providers, etc.).

Authorize My Automatic Withdrawal. If you are moving to a different city or state, you will need this letter to *set up* automatic withdrawals for various organizations (fitness clubs, daycare providers, etc.).

Set Up My Direct Deposit. We will provide you with the appropriate form requesting new direct deposit of your payroll. For changing Social Security deposits, go to www.ssa.gov/deposit/howtosign.htm or call 1-800-772-1213.

Any questions? Call (318) 561-5800 (Alexandria) or (318) 675-2900 (Shreveport)

SWITCH KIT PROFILE

First Name:

Last Name:

Social Security #:

Date of Birth: / /

Driver's License #:

Driver's License State Issued: Exp. Date:

Address:

City:

State: ZIP:

Daytime Phone:

E-mail Address:

Is this a Joint Account? Yes No

Spouse's Name:

Social Security #:

Date of Birth: / /

Driver's License #:

Driver's License State Issued: Exp. Date:

Your New Red River Bank Information

(Receive these when you open your account in person at Red River Bank)

Routing Number:

Account Number:

Your Old Bank Information

Routing Number:

Account Number:

Bank Name:

Address:

Important Reminders.

Two forms of I.D. are required to open an account.
(one must be a photo I.D.)

- Notify your current bank that you are closing your account.
- Send notification to companies who make automatic withdrawals from your account that you have a new bank.
- Send notification to direct deposit companies that you have a new bank account.
- Enclose a voided check from your new account when setting up direct deposit for verification purposes.
- Keep your new Red River Bank routing and account number handy for direct deposit and automatic withdrawal requests.
- Allow up to 30 days for checks to clear from your old account.
- Make sure you have enough funds in your account to cover any pending automatic payments.
- Destroy any unused checks, deposit slips, ATM or check cards.

Bring completed profile and two forms of I.D. to one of our banking centers. One must be a photo I.D.



RED RIVER BANK

An Independent Community Bank • Member FDIC

