



ROCKY MOUNTAIN BANK & TRUST

Member FDIC

Switch Kit

Welcome to Rocky Mountain Bank & Trust!

In this kit you will find simple, step by step instructions for moving your deposit relationships to Rocky Mountain Bank & Trust. Simply complete and sign the forms. Send your completed forms to the addressee.

4 Easy Steps

1. Open your new Rocky Mountain Bank & Trust checking account.

Stop by your local branch office to open your account and let us help you choose the account that's right for you. For office locations, call 1.866.865.0628 or visit our website at www.rmbt.com Remember to have the following items ready when you open your account:

- A valid driver's license or other form of acceptable Identification
- Your previous bank account information
- Details of your existing automatic payments
- Details of your existing direct deposits
- A opening deposit of \$100 or more

Note that all account holders must be present.

2. Stop using your previous checking account.

Allow time for outstanding checks to clear. You should leave the account open until all direct deposits and automatic payments have successfully switched to RMBT.

3. Switch your existing electronic authorization to your new RMBT checking account.

Rocky Mountain Bank & Trust will need your authorization to move any established electronic transactions to your new account. Here are the forms you will need to switch your current account services. Use the attached checklist to ensure you have identified and switched all of your automatic payments and direct deposits.

- Electronic Payment Change Request
- Direct Deposit Change Request*
- Account Closing Request

Make copies of these forms as needed.*For social security direct deposits, changes may be made either by completing a Social Security Direct Deposit Sign Up Form, calling Social Security Administration at 1.800.772.1213 or visiting their website at www.ssa.gov.

4. Close your previous checking account.

After all outstanding checks, automatic deductions and deposits clear, you're ready to close your previous account. Don't forget to destroy any unused checks, ATM and debit cards and deposit slips.

We want to make your transition as effortless as possible. Should you have any questions or need additional forms please visit your local Rocky Mountain Bank & Trust office or call 866.865.0628.

RMBT Switch Kit CHECKLIST

Thank you for opening your Rocky Mountain Bank & Trust checking account! As you switch your direct deposit and automatic payments to your new account, use this checklist to keep track of your progress.

Your Rocky Mountain Bank & Trust Checking Account Information:

Account Number: _____ Routing & Transit Number (ABA): **107000929**

Direct Deposit / Automatic Payment Checklist

	Company Name	Account Number	Account Name	Automatic Payment / Withdrawal Form Sent	New Payment Method with RMBT Include method & place a check mark setup is complete.
Direct Deposits					
Employer				<input type="checkbox"/>	<input type="checkbox"/>
Employer				<input type="checkbox"/>	<input type="checkbox"/>
Retirement/Pension				<input type="checkbox"/>	<input type="checkbox"/>
Social Security				<input type="checkbox"/>	<input type="checkbox"/>
Investment Income				<input type="checkbox"/>	<input type="checkbox"/>
Other				<input type="checkbox"/>	<input type="checkbox"/>
Other				<input type="checkbox"/>	<input type="checkbox"/>
Automatic Payments					
Mortgage				<input type="checkbox"/>	<input type="checkbox"/>
Auto Loan/ Lease				<input type="checkbox"/>	<input type="checkbox"/>
Auto Insurance				<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance				<input type="checkbox"/>	<input type="checkbox"/>
Home Insurance				<input type="checkbox"/>	<input type="checkbox"/>
Electric				<input type="checkbox"/>	<input type="checkbox"/>
Gas				<input type="checkbox"/>	<input type="checkbox"/>
Water				<input type="checkbox"/>	<input type="checkbox"/>
Telephone				<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone				<input type="checkbox"/>	<input type="checkbox"/>
Internet Provider				<input type="checkbox"/>	<input type="checkbox"/>
Memberships (clubs, auto, etc.)				<input type="checkbox"/>	<input type="checkbox"/>
Credit Card				<input type="checkbox"/>	<input type="checkbox"/>
Credit Card				<input type="checkbox"/>	<input type="checkbox"/>
Credit Card				<input type="checkbox"/>	<input type="checkbox"/>
Other:				<input type="checkbox"/>	<input type="checkbox"/>
Other:				<input type="checkbox"/>	<input type="checkbox"/>
Other:				<input type="checkbox"/>	<input type="checkbox"/>

Sign up for FREE Personal Online Banking and Bill Pay.

Manage your finances, review account activity, transfer funds between accounts, and more, all from the comfort of your own home or office. Enroll online today at www.rmbt.com.

Request for more information on Business Online Banking, Cash Management Services, Remote Deposit Capture and other Business Services.

Talk to your local account officer or call a Customer Service Representative toll-free at 866.865.0628.

Electronic Payment Change Request

Date: _____
To (Company Name): _____
Address: _____
City, State, Zip: _____

To whom it may concern:

I have recently changed banks and will need to have my automatic payment switched from my old account to my new account with Rocky Mountain Bank & Trust.

You're currently drawing \$_____ (amount) for account # _____
on the _____ day of the month from the following account:

Financial Institution Name: _____
Routing Number: _____
Account Number: _____

Effective _____ (date), please switch my automatic payment to this account:
 Checking Savings

Rocky Mountain Bank & Trust
P.O. Box 579, Florence CO 81226
Routing Number: **107000929**
New Account Number: _____

If you need additional information, please call me at:

Sincerely,

Signature

Account Holder Name

Address

Enclosed is a voided check from my new Rocky Mountain Bank & Trust account.

Direct Deposit Change Request

Date: _____
To (Company Name): _____
Address: _____
City, State, Zip: _____

To whom it may concern:

I have recently changed banks and will need to have my automatic payment switched from my old account to my new account with Rocky Mountain Bank & Trust.

You're currently drawing \$_____ (amount) for account # _____
on the _____ day of the month from the following account:

Financial Institution Name: _____
Routing Number: _____
Account Number: _____

Effective _____ (date), please switch my automatic payment to this account:

Checking Savings

Rocky Mountain Bank & Trust
P.O. Box 579, Florence CO 81226
Routing Number: **107000929**
New Account Number: _____

If you need additional information, please call me at:

Sincerely,

Signature

Account Holder Name

Address

Enclosed is a voided check from my new Rocky Mountain Bank & Trust account.

Account Closing Request

Date: _____
To (Company Name): _____
Address: _____
City, State, Zip: _____

To whom it may concern:

Please close my account(s) effective _____ (date) and forward any remaining funds in the account(s) by check to the address below.

Checking Account Number: _____

Checking Account Number: _____

Savings Account Number: _____

Savings Account Number: _____

Money Market Account Account Number: _____

Other Account Number: _____

If you need additional information, please send any remaining funds by check to the following address:

Attention: _____

Mailing Address: _____

Phone Number: _____

Thank you for your attention to this request.

Sincerely,

Signature