



RELIANCE BANK

NEW ACCOUNT CONVERSION CHECKLIST

- Provide us with your personal or business account information along with a valid driver's license or other photo identification.
- Stop using your old account, and let all outstanding checks clear. Be sure to leave enough funds to cover any automatic payments that may yet need to be withdrawn. Use the "please close my account" letter to notify your financial institution that you are closing your account.
- Bring in your unused checks, deposit slips and ATM/Debit cards to be shredded.
- Change any direct deposits, automatic withdrawals and/or automatic payments linked to your old account or debit card. See the automatic transactions checklist below for some common examples of these types of transactions. Use the "payroll direct deposit" and "automatic withdrawal" change form letters to notify the companies.
- Business accounts need to provide the following:
 1. Certificate of Assumed Name
 2. Articles of Incorporation or Partnership Agreement
 3. Federal tax identification number
 4. Non-profit organizations are required to provide a 501C3 Form

AUTOMATIC TRANSACTIONS CHECKLIST

Use this checklist to identify the companies you may need to notify about changing automatic transactions linked to your checking account or debit card.

- Direct Deposit
 - Your employer's human resources department
 - The company handling your retirement or pension payments
 - Social Security Administration

For social security direct deposits changes call: **Social Security Administration at 1-800-772-1213.**

- Anyone who makes automatic withdrawals from your account
 - Mortgage Company
 - Insurance Company
 - Utility Company
 - Phone or Cable Company
 - Health Club Membership
 - Other

For your security, please bring your completed information forms into Reliance Bank and give them to a customer service representative.



RELIANCE BANK

PERSONAL ACCOUNT INFORMATION

Individual Account

Joint Account

PRIMARY ACCOUNT HOLDER INFORMATION

Name _____

Address _____ PO Box _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Social Security Number _____ Taxpayer ID _____

Date of Birth _____ Mother's Maiden Name _____

Employer _____ Occupation _____

JOINT ACCOUNT HOLDER INFORMATION

Name _____

Address _____ PO Box _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Social Security Number _____ Taxpayer ID _____

Date of Birth _____ Mother's Maiden Name _____

Employer _____ Occupation _____

Please Note: You will need to provide a valid drivers license or other photo identification document to verify and record identification.

Please close my account

DATE

BANK NAME

ADDRESS

CITY

STATE

ZIP

To Whom This May Concern:

Please close the following account number _____ and send a check for the remaining balance to the address below.

If you have any questions about this request, please contact me at the following number:

Phone _____ Day/Evening (circle one)

Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

CO-SIGNER SIGNATURE

CO-SIGNER NAME (PLEASE PRINT)

ADDRESS

CITY

STATE

ZIP

Please change accounts for my payroll direct deposit

DATE

COMPANY MAKING DIRECT DEPOSIT

ADDRESS

CITY

STATE

ZIP

To Whom This May Concern:

I have recently switched banks and would like to change the bank information for my automatic deposit.

Reliance Bank

Routing Number 091918224

Account Number _____

If you have any questions about this request, please don't hesitate to call. Thank you.

Phone _____ Day/Evening (circle one)

Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY

STATE

ZIP

Please change accounts for automatic withdrawal

DATE _____

COMPANY NAME _____

ADDRESS _____

CITY STATE ZIP

To Whom It May Concern:

I've recently changed banks and signed up with Reliance Bank.

You are currently withdrawing \$ _____ from the following account:

Old bank _____

Routing number _____

Account number _____

For _____

PAYMENT OR REASON

On _____

DATE OF MONTH

Please stop making withdrawals from this account on _____ and start making them from my new Reliance Bank account: _____

DATE

Reliance Bank routing number _____

Reliance Bank account number _____

If you have any questions, please let me know. Thank you.

Phone _____ Day/Evening (circle one)

SIGNATURE _____

NAME (PLEASE PRINT) _____

ADDRESS _____

CITY STATE ZIP