



## Congratulations on your Decision to move to Twin River Bank.

We know how important your time and money are. That's why we've created this simple checklist and transfer request form for you to effortlessly switch your accounts to Twin River Bank and start taking advantage of our great products and services.

*Just follow these five easy steps and you'll be ready to experience our great service done by some local hard working friends and neighbors.*

- 1** Open your new accounts at Twin River Bank with one of our new accounts staff and make your opening deposit. Let us help you setup free online banking and bill payment for your new account.
- 2** Balance your old accounts and let outstanding items clear. Discontinue use of these accounts, then securely dispose of checking and debit cards that are related to your old accounts. We can help you if you have any questions.
- 3** Redirect your automatic deposits: Complete and submit a copy of the Direct Deposit change authorization form for each automatic deposit that goes into one of your old accounts. (attached page 3)
- 4** Switch your automatic and online payments: Complete and submit a copy of the Automatic Payment Change authorization form for each automatic payment that comes out of one of your old accounts. (attached page 3)
- 5** Close your old accounts. Complete the Account Closing authorization form to instruct your old financial institution how and where to send a check for any remaining balance. (attached page 3)

*Print and use page 3 for each direct deposit, automatic payment change and account closure you would like to do.*





## DIRECT DEPOSIT / AUTOMATIC PAYMENT / CLOSURE OF ACCOUNT CHANGE AUTHORIZATION

To Whom It May Concern:

I have recently switched banks to Twin River Bank and I hereby authorize the

\_\_\_\_\_ Redirect of my direct deposits

\_\_\_\_\_ Automatic payments

\_\_\_\_\_ Closure

Of/from my old bank account to my new Twin River Bank account effective immediately:

Account Number at former Bank / Credit Union \_\_\_\_\_

### New Bank Information:

**Twin River Bank**  
**1507 G Street**  
**Lewiston, ID 83501**

Checking \_\_\_\_\_ Savings \_\_\_\_\_ Money Market \_\_\_\_\_ Time Deposit \_\_\_\_\_

Account Name: \_\_\_\_\_

Account # \_\_\_\_\_

New routing /ABA number **123103596**

Please contact me at the following if you have any questions:

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Company Name Phone