



## HASSLE FREE SWITCH KIT

Switching financial institutions doesn't have to be difficult. We've helped a lot of customers make the switch and we can help you, too. Stop by or call us at 616.929.1600. Our friendly Retail Banking Advisors will open your new account and help walk you through the three easy steps of switching to Grand River Bank.

### **STEP 1: Getting Started**

- Open your new Grand River Bank Accounts.
- Write down your new account numbers in the space provided – you'll need them later.
  - GRB Bank Routing #072 414 378
  - New Checking Account # \_\_\_\_\_
  - New Savings Account # \_\_\_\_\_
- You're ready to go – start making deposits to your new account.

### **STEP 2: Move transactions to your new account**

- Destroy checks, ATM/Debit cards and deposit slips from your old bank.
- Let outstanding checks or automatic withdrawals clear; leave enough money in your old account to cover them. This process might take a few weeks or more.
- Tell employer to change your direct deposit to your new Grand River Bank account (you can use the enclosed form letter on page 3 and we can help you fill it out.)
- Contact anyone other than your employer who makes deposits into your account to find out how to request the change.
- Inform anyone that makes automatic withdrawals from your account (see checklist on page 2 for a common list to assist you) that you have switched (there is also a form letter on page 4 for this and we can help you with it too); they will need one of your new deposit slips or a voided check.
- Cancel automated payment services, such as bill-paying by phone, PC or by contacting your old financial institution. We can help you get set up on our automated plan.
- Switch charges automatically billed to your old debit card to your new account, by contacting the company that receives the payment.

### **STEP 3: Close your old account**

- Ask your old financial institution to close your accounts and send you a check for the balance (see form letter on page 5); make sure all outstanding transactions on your previous accounts have cleared.

# SWITCH KIT CHECKLIST

Common automatic debits to assist you in making sure all your current payees are notified:

Mortgage \_\_\_\_ Phone \_\_\_\_ Cell Phone \_\_\_\_ Internet \_\_\_\_  
 Water \_\_\_\_ Cable \_\_\_\_ Electricity \_\_\_\_ Gas Company \_\_\_\_  
 Investments \_\_\_\_ Credit Cards \_\_\_\_ Loans \_\_\_\_ Memberships \_\_\_\_  
 Insurance Companies: Auto \_\_\_\_ Home \_\_\_\_ Life \_\_\_\_

<u>Financial Institution</u>	<u>Account #</u>	<u>Mailed</u>	<u>Follow Up</u>	<u>Completed</u>
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**Payroll/Direct Deposits (sample Letter page 3):**


**Automatic Withdrawals/Payments (sample letter page 4):**


**Close Accounts (sample letter page 5):**


**PAYROLL DIRECT DEPOSIT CHANGE REQUEST**

Date: \_\_\_\_\_

\_\_\_\_\_  
Employer/Depositor's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip

To Whom It May Concern:

You are currently depositing my entire **paycheck/part of my paycheck** (circle one) to the following account:

Old Financial Institution: \_\_\_\_\_  
Bank Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Please stop making deposits to that account and make the same deposit to the following:

Grand River Bank  
4471 Wilson Ave SW  
Grandville, MI 49418  
Routing Number-072414378  
Account Number \_\_\_\_\_

If you have questions about this request please contact me during the **day/evening** (circle one) at (\_\_\_\_) \_\_\_\_\_(phone).

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Other Information Your Employer May Need  
(SSN, Employee ID#, etc)

## CHANGE AUTOMATIC WITHDRAWAL

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Company that makes automatic withdrawals

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State and Zip

To Whom It May Concern:

You are currently withdrawing \_\$\_\_\_\_\_ (amount) for my \_\_\_\_\_  
(what payment is for), for \_\_\_\_\_ (account # or other identifying number) on  
\_\_\_\_\_ (date payment is withdrawn) from the following account:

Old Financial Institution: \_\_\_\_\_  
Bank Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Please stop making withdrawals from that account and make them from:

New Financial Institution: Grand River Bank  
4471 Wilson Ave SW  
Grandville, MI 49418  
Bank Routing Number: 072 414 378  
Account Number: \_\_\_\_\_

If you have any questions regarding this request, please contact me during the day/evening  
(circle one) at (\_\_\_\_) \_\_\_\_\_ (phone).

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

## CLOSE ACCOUNT REQUEST

Date: \_\_\_\_\_

\_\_\_\_\_  
Financial Institution's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

To Whom It May Concern:

Please close my account \_\_\_\_\_ (account number), and send a check for the remaining balance, plus accrued interest if any, to me at the address below.

If you have any questions about this request, please contact me during the **day/evening** (circle one) at (\_\_\_\_\_) \_\_\_\_\_ (phone).

Thank you,

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Co-Owner Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Co-Owner Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip