

ROYAL BANK AMERICA'S 15 MINUTE SWITCH KIT



CHANGING BANKS COULDN'T BE EASIER!

Included inside are all the forms you'll need to switch banks today:

- Change automatic payments
- Re-route your direct deposit
- Close your account at your old bank



FOLLOW THESE FOUR STEPS TO SUCCESSFULLY SWITCH BANKS

STEP 01

Visit any Royal location to learn about all of your account options. Our team members will work with you to choose the solutions that best meets your needs and financial goals.

STEP 02

Balance your account and make sure you have sufficient funds to cover all outstanding checks and/or automatic payments, debit card transactions and planned withdrawals. You may want to use this opportunity to “balance the budget” and reallocate resources.

STEP 03

For automatic deductions or payments, complete the simple **Authorization to Change Automatic Payments** form in this kit. For direct deposit of your pay check(s), complete the enclosed **Direct Deposit Request** form and provide it to your boss (or the nice people in your Human Resources Department).

STEP 04

Once all outstanding checks and payments have cleared, go ahead and close your account. Submit the **Authorization To Close My Account** form within this packet to your current bank.

AUTHORIZATION TO CHANGE AUTOMATIC PAYMENTS FORM.

Complete one of these for each automatic payment you have from your "old" account. Send this sheet directly to the vendor (example: Electric company, Gas company, Cable company, etc.) and then confirm its receipt and that they have taken the action you have requested. If you have any questions, feel free to ask a Royal team member. We can provide you with extra copies of this form too.

Company Name (i.e.: PECO, Comcast, etc.)

Company Address

City

State

Zip

Company Phone #

Company Fax #

Account Holder's Name

Account #

Account Holder's Address

City

State

Zip

Primary Phone #

Alternate Phone #

To whom it may concern:

You are currently withdrawing \$ _____ (amount) for my _____ (what payment is for) from:

Financial Institution Name

Financial Institution Routing #

Account #

As of (date), _____ please start making this automatic withdrawal from my new account at:

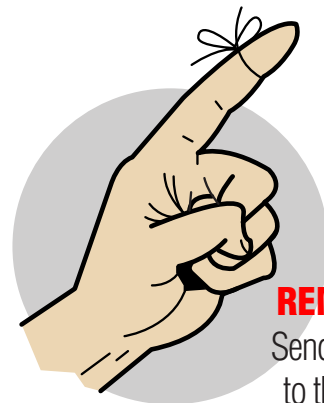
Royal Bank America
732 Montgomery Avenue
Narberth, PA 19072
Routing # 031901097

Account #

If you have any questions about this request, please contact me at _____

Signature

Date



REMINDER:
Send this form
to the vendor!

DIRECT DEPOSIT REQUEST FORM.

Complete one of these for each direct deposit you have going to your "old" account. Give this form to your Human Resources Department for processing. Make sure to ask them how long it will take to switch the account and if you will receive a "live check" in the meantime. If you have any questions, feel free to ask a Royal team member. We can provide you with extra copies of this form too.

Company Name (i.e.: PECO, Comcast, etc.)

Company Address

City

State

Zip

Company Phone #

Company Fax #

Name

ID # or SSN

Your Address

City

State

Zip

Primary Phone #

Alternate Phone #

To whom it may concern:

You are currently depositing my paychecks to the following account:

Financial Institution Name

Financial Institution Routing #

Account #

As of (date), _____ please start making this automatic deposit to my new account at:

Royal Bank America
732 Montgomery Avenue
Narberth, PA 19072
Routing # 031901097

Account #

If you have any questions about this request, please contact me at _____

Signature

Date



REMINDER:
Give this form to
your employer!

AUTHORIZATION TO CLOSE MY ACCOUNT FORM.

Complete one of these for each bank account your are closing. If you have any questions, feel free to ask your branch manager. We can provide you with extra copies of this form too.

Your Current Financial Institution's Name

Financial Institution's Address

City

State

Zip

Account #

Please accept this letter as authorization to close the above listed account at your institution.

Please send a check for the remaining balance to my address below. If you have any questions, please contact me at _____

_____. I understand that I will need to verify that all outstanding payments and deposits have cleared before the account is closed. I have already made arrangements to switch my automatic debits and deposits I have associated with this account.

Thank you

Account Owner's Signature

Date

Joint Account Owner's Signature

Date

Mailing Address:

Name

Address

City

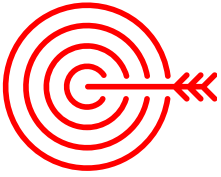
State

Zip



REMINDER:

Give this form to
your current bank!



YOU'RE DONE. WELCOME TO THE ROYAL FAMILY!

PHILADELPHIA

Midtown Village

1230 Walnut St. | 215.735.6200

Northern Liberties

180 W. Girard Avenue | 215.922.4500

Northeast Philadelphia

1650 Grant Ave. | 215.464.3665

Oxford Circle

6331 Castor Ave. | 215.744.0640

DELAWARE COUNTY

Villanova

795 E. Lancaster Ave. | 610.520.0555

CHESTER COUNTY

Phoenixville

124 Main Street | 610.933.1195

BERKS COUNTY

Shillington

516 E. Lancaster Ave. | 610.777.3300

OTHER OFFICE LOCATIONS

Bala Cynwyd (Customer Center)

231 St. Asaphs Rd., Suite 522 | 610.668.4700

Princeton (Commercial Lending Office)

20 Nassau Street, Suite 100A | 484.270.3026

Blue Bell (Equipment Leasing Office)

550 Township Line Rd., Ste. 425 | 610.828.4662

MONTGOMERY COUNTY

Bridgeport

105 W. Fourth St. | 610.277.6555

King of Prussia

655 W. DeKalb Pike | 610.265.5300

Narberth

732 Montgomery Ave. | 610.677.2233

Trooper

2603 Egypt Rd. | 610.631.1140

Willow Grove

155 York Rd. | 215.884.5200

CAMDEN COUNTY

Blackwood

1651 Blackwood Clementon Rd. | 856.262.8811

More information on our branches at
royalbankamerica.com/branch-locations