

PERSONAL BANKING SWITCH KIT



At Rocky Mountain Bank, we are committed to making your switch an easy one. Stop into any one of our offices and we'll help you make all of the changes. Or use this form to make one or all of the changes on your own.

QUICK SWITCH CHECKLIST

- Open checking account with Rocky Mountain Bank.
- Make sure all checks have cleared on your checking account.
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.
- Send your direct deposit vendors (payroll, social security, CD interest payments, etc.) a notice of the change in your checking account.
- Send notice to vendors who automatically take your payments from your checking account (utilities, insurance, internet providers, schools, etc.) that you are closing the account.
- Send new account information to vendors who you want to continue to generate automatic withdrawals; or to start a new automatic payment with a vendor.
- Send notice to the financial institution where you are closing account.

COMPANY ACCOUNT

- Gas _____
- Electric _____
- Telephone _____
- Cell Phone _____
- Cable/Satellite _____
- Internet _____
- Water _____
- Sewer _____
- Refuse _____
- Newspaper _____
- Insurance _____
- Mortgage _____
- Car Loan _____
- Other _____
- Other _____
- Other _____

FORMS INCLUDED

- ACCOUNT CLOSURE NOTICE
Use this form to notify your old financial institution that you are closing your account and would like to receive a check for any remaining balance.
- AUTOMATIC PAYMENT AUTHORIZATION CHANGE
Use this form to transfer your automatic payments from your old account to your new Rocky Mountain Bank account.
- AUTOMATIC PAYMENT CANCELLATION
Use this form to send to each of your vendors to cancel any automatic payments from your old account. You may use this form if you want to use online Bill Pay to pay your bills instead of using automatic payments.
- DIRECT DEPOSIT CHANGE NOTICE
Use this form to change your direct deposit from your old account(s) to your new Rocky Mountain Bank account(s).
- DIRECT DEPOSIT APPLICATION
Use this form to sign up for first-time direct deposit of your payroll into your Rocky Mountain Bank checking account.
- AUTOMATIC TRANSFER AUTHORIZATION APPLICATION
Use this form to set up automatic transfer of funds between your Rocky Mountain Bank accounts.

CHECKING ACCOUNT CLOSURE NOTICE

NAME

SOCIAL SECURITY #

JOINT OWNER (if applicable)

PREVIOUS FINANCIAL INSTITUTION

NAME OF INSTITUTION

STREET

CITY

STATE

ZIP

CHECKING SAVINGS OTHER _____

ACCOUNT # _____

CHECKING SAVINGS OTHER _____

ACCOUNT # _____

CHECKING SAVINGS OTHER _____

ACCOUNT # _____

CHECKING SAVINGS OTHER _____

ACCOUNT # _____

PLEASE MAIL BALANCE TO:



- BILLINGS - 2615 King Avenue West; P.O. Box 80450, Billings, MT 59108-0450, (406) 656-3140
- BILLINGS - 1410 38th St West, Billings, MT 59102, (406) 651-9800
- BOZEMAN - 2901 West Main, Bozeman, MT 59718, (406) 556-7600
- KALISPELL - 2405 US 93 North, Kalispell, MT 59901, (406) 751-5070
- PLAINS - 108 East Railroad; P.O. Box 788, Plains, MT 59859, (406) 826-3662
- PLENTYWOOD - 115 East First Avenue; P.O. Box 150, Plentywood, MT 59254, (406) 765-2265
- STEVENSVILLE - 220 Main Street; P.O. Box 220, Stevensville, MT 59870, (406) 777-5553
- WHITEHALL - 101 East Legion; P.O. Box 599, Whitehall, MT 59759, (406) 287-3251

I hereby authorize the closure of the account(s) listed above. All my checks have cleared the account to be closed, and all direct deposit and automatic payments have been stopped.

SIGNATURE

DATE

JOINT SIGNATURE (if applicable)

DATE

AUTOMATIC PAYMENT AUTHORIZATION CHANGE

VENDOR NAME

CUSTOMER NAME

STREET

CITY

STATE

ZIP

ACCOUNT #

PHONE #

Please be informed I have switched financial institutions and hereby authorize you to change my automatic withdrawal to be taken from the account number listed below:

NEW FINANCIAL INSTITUTION



- BILLINGS - 2615 King Avenue West; P.O. Box 80450, Billings, MT 59108-0450, (406) 656-3140
- BILLINGS - 1410 38th St West, Billings, MT 59102, (406) 651-9800
- BOZEMAN - 2901 West Main, Bozeman, MT 59718, (406) 556-7600
- KALISPELL - 2405 US 93 North, Kalispell, MT 59901, (406) 751-5070
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- STEVENSVILLE - 220 Main Street; P.O. Box 220, Stevensville, MT 59870, (406) 777-5553
- WHITEHALL - 101 East Legion; P.O. Box 599, Whitehall, MT 59759, (406) 287-3251

CHECKING ACCOUNT #

SAVINGS ACCOUNT #

SIGNATURE

DATE

TRANSIT/ABA# 092901214

Please include a voided check or deposit slip with this form when sending to vendor.

SIGNATURE

DATE

JOINT SIGNATURE (if applicable)

DATE

AUTOMATIC PAYMENT CANCELLATION

VENDOR NAME

CUSTOMER NAME

STREET

CITY

STATE

ZIP

ACCOUNT #

PHONE #

I currently have my payment automatically withdrawn from my checking or savings account from _____
(financial institution) on the _____ of the month. I would like to cancel this monthly transaction and submit this as
written notification of that intention.

I understand I may need to give you at least two weeks notice prior to the next scheduled transaction. Therefore, I expect the last
transaction to be the one dated _____.

Thank you for your prompt attention to this request.

Sincerely,

SIGNATURE

DATE

JOINT SIGNATURE (if applicable)

DATE



- BILLINGS - 2615 King Avenue West; P.O. Box 80450, Billings, MT 59108-0450, (406) 656-3140
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DIRECT DEPOSIT CHANGE NOTICE

NAME

DATE

SOCIAL SECURITY #

NAME OF EMPLOYER, COMPANY OR AGENT

STREET

CITY

STATE

ZIP

ACCOUNT #

PREVIOUS FINANCIAL INSTITUTION

NAME OF INSTITUTION

STREET

CITY

STATE

ZIP

CHECKING ACCOUNT #

SAVINGS ACCOUNT #

NEW FINANCIAL INSTITUTION

NAME OF INSTITUTION

CHECKING ACCOUNT #

TRANSIT/ABA#092901214

I hereby authorize my direct deposit to be sent to my new checking account. I have attached a voided check for reference.

Effective: ____/____/____

SIGNATURE

DATE



- BILLINGS - 2615 King Avenue West; P.O. Box 80450, Billings, MT 59108-0450, (406) 656-3140
- BILLINGS - 1410 38th St West, Billings, MT 59102, (406) 651-9800
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DIRECT DEPOSIT APPLICATION

NAME		DATE	
SOCIAL SECURITY #			
STREET			
CITY		STATE	ZIP
COMPANY NAME			
CITY		STATE	ZIP

DEPOSIT INSTRUCTIONS

- Deposit entire amount into Checking Account # _____
- Deposit \$ _____ to Savings Account # _____
and remaining amount into Checking Account # _____



- BILLINGS - 2615 King Avenue West; P.O. Box 80450, Billings, MT 59108-0450, (406) 656-3140
- BILLINGS - 1410 38th St West, Billings, MT 59102, (406) 651-9800
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SIGNATURE		DATE	
TRANSIT/ABA#092901214			

AUTOMATIC TRANSFER AUTHORIZATION APPLICATION

I (We) authorize and direct you to make the following transfer of funds:

Amount to be transferred: \$ _____

Frequency: Weekly Biweekly Monthly Bimonthly
 Semimonthly Quarterly Semiannually Annually

Effective Date: _____

Termination Date: _____

FROM:

CHECKING SAVINGS OTHER _____

ACCOUNT # _____

ACCOUNT NAME _____

TO:

CHECKING SAVINGS MONEY MARKET CD

INSTALLMENT LOAN PAYMENT OTHER _____

ACCOUNT # _____

ACCOUNT NAME _____

These accounts remain subject to their individual terms and conditions, which are not modified by this authorization. If a transfer is made from a savings account, you retain the right to require not less than 7 days written notice of withdrawal.

If no termination date is specified above, this authorization will remain in effect until terminated by any one of us. You may terminate this authorization by giving us 15 days written notice at the address stated below. Notice to one of us is notice to all of us.

SIGNATURE

DATE

SIGNATURE

DATE

NAME

STREET

CITY

STATE

ZIP



- BILLINGS - 2615 King Avenue West; P.O. Box 80450, Billings, MT 59108-0450, (406) 656-3140
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ACCEPTED BY BANK

Helpful Information



Get Prepared

Identify automatic deposits and deductions you'll be switching to Rocky Mountain Bank. If you have not already opened an account, please visit our office.

—Automatic Deposits

These are recurring payments automatically deposited into your account on a regular basis.

—Automatic Deductions

These are recurring payments automatically withdrawn from your account on a regular basis.

—ABA Routing Number

This is the first group of nine numbers found at the bottom left side of a check.

Checks & Balances

Balance your old account to determine the amount needed to cover outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

—Get up-to-date

Use all receipts and your check register to identify items not yet on your statement.

—Remember, don't close your former account immediately as it may take up to two statement cycles for all outstanding items to clear.

Automatic Deposits

Instruct companies to direct recurring automatic deposits into your new Rocky Mountain Bank account.

—Track Your Request

To confirm your automatic deposits are being deposited into your new Rocky Mountain Bank account, check your statement; sign up and log onto your Business Online Banking account at www.rmbank.com; or call toll-free (800) 341-8784.

—Follow Up

Automatic deposits should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your Rocky Mountain Bank account. If you don't see the deposit by this time, please contact the company making the deposit.

Automatic Withdrawals

Inform companies to have payments automatically deducted from your new Rocky Mountain Bank account.

—Track Your Request

To confirm your automatic deductions are being withdrawn from your Rocky Mountain Bank account, check your Rocky Mountain Bank statement; sign up and log onto your Online Access account at www.rmbank.com; or call toll-free (800) 341-8784.

—Follow Up

Automatic deductions should take effect within two withdrawal periods. Keep your old account open until all automatic deductions have been switched to your new Rocky Mountain Bank account. If you don't see the withdrawal by this time, please contact the company making the withdrawal.