

Moving Made Easy

Once you've opened an account, this packet will take you through the steps of closing your former account and transferring automatic payments and deductions to your new Republic Bank account.

If you'd like help, please stop by any of our locations and a personal banker will be happy to make this process smooth and hassle-free.

For easy reference, record the following:



Republic Bank Account Number: _____

Republic Bank ABA Routing Number: 091905237

Republic Bank Address: 306 West Superior Street, Duluth, MN 55802

Former Bank Name: _____

Former Bank Account Number: _____

Former Bank ABA Routing Number: _____



Automatic Deposits and Deductions from Former Account

Helpful Tips

Automatic Deposits:

recurring income that is automatically deposited into your account. Examples include paychecks, social security and disability payments.

Automatic Deductions:

recurring payments that are automatically withdrawn from your account. Examples include mortgage payments, parking fees and childcare costs.

ABA Routing Number:

the first group of nine numbers found near the bottom of your checks.

To help you get organized, record any automatic deposits or deductions from your former account. Using your most recent statement, fill out the information below:

Automatic Deposits

Date	Company Name	Account Number	Deposit Amount*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Automatic Deductions

Date	Company Name	Account Number	Deduction Amount*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Amount may vary.

Contact each company and find out where you should send the **Notice of Change** (available later in this document). This information may be available on your bill or on the company's website. Make sure no other forms are required.



A Final Balance

Helpful Tips

Multiple Accounts?

Please print as many forms as you have former accounts. Fill out a form for each one.

Don't Rush

It may take up to two statement cycles for all outstanding items to clear, so don't close your former account too soon.

This form will help you balance your former account and ensure you have enough money remaining in it to cover any outstanding checks, withdrawals, automatic deductions, etc.

Former bank name: _____ Account number: _____

Balance from most recent statement: \$ _____

Deposits since most recent statement: Date: _____ \$ _____

Date: _____ \$ _____

Date: _____ \$ _____

Date: _____ \$ _____

Subtotal 1: \$ _____

Outstanding checks, withdrawals, automatic deductions, etc. that do not appear on most recent statement:

Description: _____ Date: _____ \$ _____

Description: _____ Date: _____ \$ _____

Description: _____ Date: _____ \$ _____

Description: _____ Date: _____ \$ _____

Description: _____ Date: _____ \$ _____

Description: _____ Date: _____ \$ _____

Subtotal 2: \$ _____

This is the amount you should leave in your former account.

Subtract **Subtotal 2** from **Subtotal 1:** **Subtotal 1:** \$ _____

Subtotal 2: -\$ _____

= \$ _____

This is the amount you can deposit into your new Republic Bank account.



Notice of Change: Automatic Deposits

Helpful Tips

Confirm Your Request

Confirm that your automatic deposit is going to your new Republic Bank account by logging on to www.bankrepublic.com and reviewing your account online or by calling (218) 722-3445.

Don't Rush

It may take up to three deposit periods to switch your automatic deposits, so don't close your former account too soon.

More Forms?

Some companies or organizations, such as the Social Security Administration, require a special form. Contact each company to find out if other forms are required. The Social Security Administration phone number is (800) 772-1213.

Instruct companies to redirect recurring automatic deposits into your Republic Bank account.

Three Easy Steps:

1. Complete the form.
2. Attach a voided check from your new Republic Bank account.
3. Submit one form to each company making automatic deposits to your former account.

Date: _____

Company Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

You are currently making direct deposits on my behalf to the following account:

Former Bank: _____

ABA Routing Number: _____

Account Number: _____

Please immediately begin making direct deposits to my new account:

Republic Bank
306 West Superior Street
Duluth, MN 55802
ABA Routing Number: 091905237

Account Number: _____ Savings / Checking (circle one)

If you have any questions, please contact me at the following phone number(s):

(day): _____

(evening): _____

Thank you.

Sincerely,

Signature: _____ Date: _____

Name: _____

Address: _____

City, State, Zip: _____



Notice of Change: Automatic Deductions

Helpful Tips

Confirm Your Request

Confirm that your automatic deposit is going to your new Republic Bank account by logging on to www.bankrepublic.com and reviewing your account online or by calling (218) 722-3445.

Don't Rush

It may take up to three deposit periods to switch your automatic deposits, so don't close your former account too soon.

More Forms?

Some companies or organizations, such as the Social Security Administration, require a special form. Contact each company to find out if other forms are required. The Social Security Administration phone number is (800) 772-1213.

Instruct companies to stop recurring automatic withdrawals from your former bank account.

Three Easy Steps:

1. Complete the form.
2. Attach a voided check from your new Republic Bank account.
3. Submit one form to each company making automatic deductions from your former account.

Date: _____

Company Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

You are currently withdrawing payments on my behalf from the following account:

Former Bank: _____

ABA Routing Number: _____

Account Number: _____

Please immediately discontinue withdrawals from this account and (check one):

- Begin making withdrawals from my new account:
Republic Bank
306 West Superior Street
Duluth, MN 55802
ABA Routing Number: 091905237
Account Number: _____ Savings / Checking (circle one)
- I will use Republic Bank's Online Banking to make future payments.

If you have any questions, please contact me at the following phone number(s):

(day): _____

(evening): _____

Thank you.

Sincerely,

Signature: _____ Date: _____

Name: _____

Address: _____

City, State, Zip: _____



Closing My Account

Once you have cleared all outstanding payments and changed all automatic deposits and withdrawals to your new Republic Bank account, you are ready to close your former account(s).

Please fill out one form for each former account.

Date: _____

Former Bank Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

Please close my account(s) with your financial institution:

Account Numbers: _____

Name(s) on Account(s): _____

Send a check for the remaining balance to my new account at:

Republic Bank
306 West Superior Street
Duluth, MN 55802
ABA Routing Number: 091905237

Account Number: _____ Savings / Checking (circle one)

If you have any questions, please contact me at the following phone number(s):

(day): _____

(evening): _____

Thank you.

Sincerely,

Signature: _____ Date: _____

Name: _____
(Account Holder One)

Signature: _____ Date: _____

Name: _____
(Account Holder Two)

Name: _____

Address: _____

City, State, Zip: _____

Helpful Tips

More Forms?

Your former bank may require additional forms to close your account. Please contact the bank to find out.

Protect Yourself

Remember to destroy checks and ATM/debit cards from your former account.

