

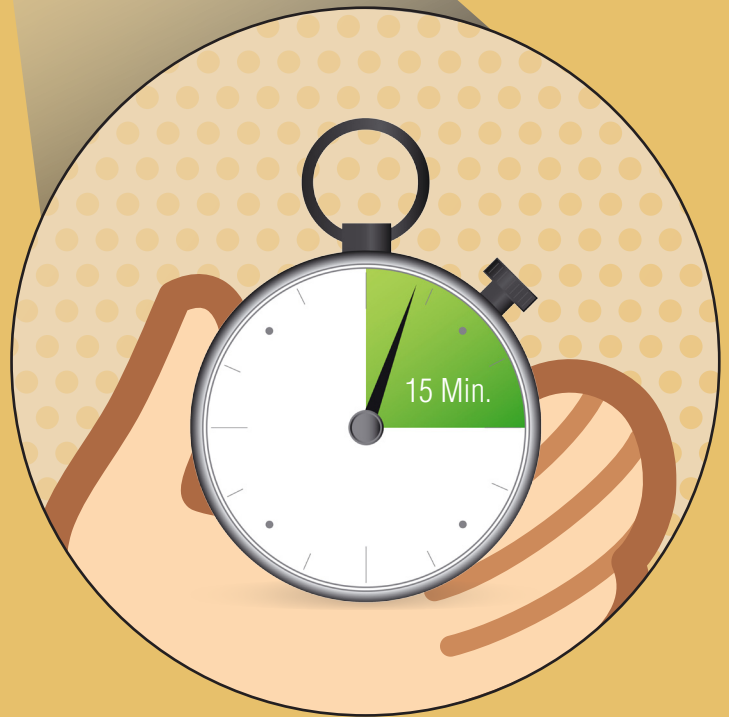
# Royal Bank America's 15 Minute Switch Kit



**Changing your bank  
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



*... it's just that easy!*



## Follow These Four Steps To Successfully Switch Banks

- 1.** 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 financial goals. How about a checking account that pays more interest than most other banks CDs or savings accounts?
- 2.** 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. Use this opportunity to “balance the budget” and reallocate resources.
- 3.** 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.
- 4.** 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. Resist the urge to brag about the really high interest rate you are going to earn at Royal.

# 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 if you need them, 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

Acct #:

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 if you need them, 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

Acct #:

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 if you need them, 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!**

## **Branch Locations:**

### **Philadelphia:**

- **City Hall**  
30 South 15th Street  
215.972.5300
- **Midtown Village**  
1230 Walnut Street  
215.735.6200
- **Northern Liberties**  
401 Fairmount Avenue  
215.922.4500
- **Northeast Philadelphia**  
1650 Grant Avenue  
215.464.3665
- **Oxford Circle**  
6331 Castor Avenue  
215.744.0640

### **Delaware County:**

- **Villanova**  
801 E. Lancaster. Ave.  
610.520.0555

### **Chester County:**

- **Phoenixville**  
808 Valley Forge Road  
610.933.1195

### **Berks County:**

- **Shillington**  
516 East Lancaster Ave.  
610.777.3300

### **Montgomery County:**

- **Bridgeport**  
105 W Fourth Street  
610.277.6555
- **Jenkintown**  
600 Old York Road  
215.884.5200
- **King of Prussia/Henderson**  
106 Beidler Road  
610.265.5842
- **King of Prussia/Route 202**  
655 West DeKalb Pike  
610.265.5300

- **Narberth**  
732 Montgomery Ave.  
610.668.4700

- **Trooper**  
2603 Egypt Road  
610.631.1140

### **Gloucester County, NJ:**

- **Turnersville**  
3501 Black Horse Pike  
856.262.8811



Scan with any Smartphone  
to access an editable PDF  
version of this file

## **Got Questions?**

Feel free to call any of our  
convenient local branches or  
our main number 610.668.4700 for  
quick answers to your questions  
about these forms.

