Thank you for choosing to bank with Ramsey National Bank.

We want to ensure that your move is as easy as possible. Below are steps that will guide you through the process of switching to Ramsey National Bank.

1. **Stop using your old account.**
   - Gather all pertinent information about your existing account.
   - Make sure all your outstanding checks and automatic withdrawals have cleared. This can take up to two statement cycles.

2. **Move your direct deposits to your new Ramsey National Bank account.**
   - To transfer social security direct deposit, you can either call Social Security Administration at 1.800.772.1213 or go to www.ssa.gov/deposit/howtosign.htm
   - Set up new automatic deposits by completing the **Direct Deposit Transfer Letter**. These additional automatic deposits may include:
     - Payroll
     - Retirement/Pension Plans
     - Interest Income
     - Dividends
     - Other

3. **Move all automatic payments or withdrawals to your new Ramsey National Bank account.**
   - Fill out our **Automatic Payment Transfer Letter** for any payments you have authorized. Or consider using our Internet Banking or Bill Pay functions. Automatic payments might include:
     - Electric Company
     - Gas Company
     - Water Company
     - Telephone/Cell Phone
     - Cable Service
     - Mortgage Loan
     - Insurance
     - Credit Card
     - Car Loan
     - Other

4. **Close your old account.**
   - Fill out our **Account Closure Request Letter**.
   - Destroy all unused checks, ATM/debit and credit cards and deposit slips associated with your old account.
   - Institutions may require you to fill out additional forms. If your account is an interest-bearing account, consider your closing date carefully.

5. **Begin using your new Ramsey National Bank account exclusively.**
   - Remember to keep a copy of all documents, letters and forms for your personal records.

6. **Feel free to contact us any time - we are here to help.**
   - The friendly staff at Ramsey National Bank is happy to assist you with all your banking needs and to ensure that your switch is an easy one.
   - Visit any of our eight locations, call us at 1.800.726.0124 or visit us online at www.ramseybank.com.
Direct Deposit Transfer Letter

Complete and sign this form for every party (i.e. employer, vendor) initializing a direct deposit to your account. Present this signed form, along with a voided check from your new Ramsey National Bank account, to the party making the direct deposit.

☐ Establish Direct Deposit  ☐ Change my existing Direct Deposit

Company Information

Company Name ____________________________________________

City________________________ State__________ Zip__________ Phone # __________

Customer Information

Name___________________________________________Account #________________________________

Social Security #____________________________

City________________________ State__________ Zip__________ Phone # __________

Bank Information

Ramsey National Bank
Routing # 091300353

Deposit Information

1. Account type

☐ Checking  ☐ Savings

Account #____________________________

Amount ___________________________

I authorize_______________________________________________(employer/company) to make deposits directly to my Ramsey National Bank account(s) indicated above, and authorize the Bank to accept such deposits.
To Whom It May Concern,

I would like to change my payment instructions. Currently, you are debiting payment from my old bank account.

Former Bank

Name___________________________________________________________
Routing #_________________________ Account #________________________

As of___________(date) please stop debiting this account and please start debiting this payment from my new account at Ramsey National Bank. My information is as follow:

Routing #          091300353          Account #

Please send me a written confirmation of the date this change will be effective on your systems.

Customer’s Signature____________________________________________

Print Name_____________________________________________________

Address_________________________________________________________

City_________________________________________________ State_________________Zip_______________
Account Closure Request Letter

Date________________________________________________________________________________________

Name of Financial Institution____________________________________________________________________

Address______________________________________________________________________________________

City________________________________________________ State________________Zip_________________

To Whom It May Concern,

This letter is to inform you that I have decided to close my account(s) as of ________________ (date).

☐ Please close the account(s) noted below and mail the balance and any interest earned to my address.

☐ Please close the account(s) noted below and wire the balance and any interest earned to my new Ramsey National Bank account, also noted below. Please contact me prior to wiring money if fees are involved.

Old Account #                                                                                      Old Routing #
To Ramsey National Bank

New Account #                                                                                      New Routing #

Old Account #                                                                                      Old Routing #
To Ramsey National Bank

New Account #                                                                                      New Routing #

Old Account #                                                                                      Old Routing #
To Ramsey National Bank

New Account #                                                                                      New Routing #

Upon closure of the account(s) please send confirmation to the address below.

Sincerely,

Customer’s Signature___________________________________________________________________________

Print Name__________________________________________________________________________________

Address______________________________________________________________________________________

City_____________________________________________State__________________Zip___________________