

## IT'S SO EASY TO SWITCH

### Regions Bank Switch Kit

When was the last time you heard someone say, “I love my bank!”? You might be tempted to utter those words once you switch to Regions Bank. That’s because Regions combines the value, service and convenience you’ve been looking for – all to make banking easier for you.

#### Value

We offer a wide range of checking accounts, with features that can help you make the most of your busy lifestyle. For instance, you can make a purchase anywhere Visa® debit cards are accepted with your Regions Visa CheckCard, or access your accounts with Regions Online Banking with Bill Pay and Mobile Banking with alerts.

#### Service

Our banking offices are staffed with experienced and knowledgeable bankers who always greet you with a smile. Call our Direct Banking Center at 1-800-REGIONS (734-4667) to get information about your account 24 hours a day. We’ve made it easier than ever before to switch to Regions Bank with our “It’s So Easy To Switch” kit.

We've taken the hassle out of moving your checking account from your old bank with step-by-step instructions and simple-to-complete forms.

- 1 Stop by your local Regions Bank office to open your new checking account. We offer lots of checking options. We're sure to have an account to fit your banking needs. Or if you prefer, you can get the account-opening process started online. Just visit our website, [regions.com](http://regions.com), and click on "Checking." Once you've had a chance to review our account options, click on "Open now."
- 2 Stop using your old checking account and let the checks you have written clear. This should take approximately two weeks.
- 3 To set up your direct deposit, use FORM 1 and give it to your employer, your retirement plan or the Social Security Administration (you may also call 1-800-333-1795 or visit [GoDirect.org](http://GoDirect.org) to set up direct deposit for Social Security payments). Be sure to include a voided Regions Bank check (not a deposit slip) with your request. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of this form as needed.
- 4 Change your automatic payments. You can use FORM 2 to change any withdrawals or payments that are automatically made from your old account. Don't forget to change those payments that use your debit card number, such as automatic payments made online. Please feel free to make as many copies of FORM 2 as needed.
- 5 Close your old account. Now that your checks have cleared and you've changed your automatic deposits and payments, there's just one more step. Use FORM 3 to say goodbye to your old bank. What could be easier? Please feel free to make as many copies of FORM 3 as needed.

If you have any questions or concerns during this process, don't hesitate to contact us:

- Call or come by your local Regions Bank office
- Call 1-800-REGIONS (734-4667) to speak with a banking associate about opening a checking account

Form 1

**Please change the account for my direct deposit.**

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Date	Company Making Direct Deposit
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Company Address	City, State, ZIP
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**To whom it may concern:**

You are currently depositing my entire paycheck or part of my paycheck or a type of payment into the following account:

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My Old Bank	My Old Bank's Routing Number
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My Old Account Number

Please begin making these automatic deposits into my new Regions Bank account.

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My New Bank's Routing Number	My New Account Number
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If you have any questions about this request, please call me. Thank you.

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Name (please print)	Signature
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Address	City, State, ZIP
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Telephone: Day / Evening (circle one)

Please include a voided Regions Bank check (not a deposit slip) with your request.

## Form 2

### Please change accounts for my automatic payments.

\_\_\_\_\_  
Date Company Making Withdrawal

\_\_\_\_\_  
Company Address City, State, ZIP

#### To whom it may concern:

I have recently changed to Regions Bank. You are currently withdrawing \$\_\_\_\_\_.\_\_\_\_ each month from the following account:

\_\_\_\_\_  
My Old Bank My Old Bank's Routing Number

\_\_\_\_\_  
My Old Account Number

\_\_\_\_\_  
For (payment or reason) On (date of month)

Please stop making withdrawals from this account on (date: MM/DD/YY)  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and start making them from my new Regions Bank account.

\_\_\_\_\_  
My New Bank's Routing Number My New Account Number

If you have any questions about this request, please call me. Thank you.

\_\_\_\_\_  
Name (please print) Signature

\_\_\_\_\_  
Address City, State, ZIP

\_\_\_\_\_  
Telephone: Day / Evening (circle one)

Please include a voided Regions Bank check (not a deposit slip) with your request.

# Form 3

## Please close my account.

\_\_\_\_\_

Date

\_\_\_\_\_

Bank Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, ZIP

## To whom it may concern:

Please close the following account number:

\_\_\_\_\_

and send a check for the balance remaining to the address below.

If you have any questions about this request, please call me. Thank you.

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Co-signer Name (please print)

\_\_\_\_\_

Co-signer Signature

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, ZIP

\_\_\_\_\_

Telephone: Day / Evening (circle one)

# Switch Kit Transfer Checklist

	Company/ Financial Institution	Account Number	Type of Account	Date Mailed or Contacted	Follow-Up Date	Item Complete
Direct Deposit						
Direct Deposit						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Credit Card Balance Transfer						
Credit Card Balance Transfer						
Automatic Closure						
Automatic Closure						