

1. Open your new United Republic Bank account.
2. Stop using your old checking, savings or multiple account(s) and allow outstanding withdrawals to clear the account(s).
3. Set up your direct deposit(s) by sending the **Direct Deposit Change Request (Form 1)** to your employer or your retirement plan along with a voided United Republic Bank check if a checking account.
You can set up your Social Security Benefits by visiting ssa.gov/deposit or calling the Social Security Administration at 800-772-1213.
4. Change your automatic payments using the **Automatic Payment Change Request (Form 2)**. This form can be used for all automatic payments or withdrawals from your account. Remember to switch over payments processed through your debit card as well.
5. When all of your pending payments have cleared your old account and your automatic payments have cleared your new United Republic Bank account, close your old account using the **Account Closing Authorization (Form 3)**.

Track your progress:

- Open your new United Republic Bank account
- Sign up for Online Banking, Bill Pay, and e-statements
- Verify there are enough funds in your old account to cover outstanding payments
- Transfer any automatic debit card payments to your new United Republic Bank debit card
- Contact your direct deposit providers to alert them of your new account
- Confirm all credits and debits have cleared your old account
- Confirm all automatic payments have cleared your new United Republic Bank account
- Close your old account by sending written notice to your financial institution

Questions? Concerns?

**Stop by or call us at
402-505-8500**

Use these lists to keep track of which direct deposits and automatic payments have been switched:

Deposits	Company Name	Account Number	Date Sent	✓
Payroll				
Payroll				
Pension				
Social Security				
Other				
Other				

Automatic Payments	Company Name	Account Number	Date Sent	✓
Mortgage/Rent				
Car				
Car				
Insurance				
Insurance				
Telephone				
Cell Phone				
Electricity				
Gas				
Water				
Cable/Satellite				
Internet Service				
Recurring Debits				
Other				
Other				

Direct Deposit Change Request – *Form 1*

Company Information

Name

Address

City, State, Zip Phone

Customer Information

Name

Address

City, State, Zip Phone

I have closed account number _____ at _____,
and hereby authorize the transfer of my direct deposit to my new bank, United Republic
Bank, and submit this letter as written notification.

Deposit Instructions

Financial Institution: United Republic Bank

Routing Number: 104014109 (United Republic Bank) Attach a voided check if checking
account.

- Deposit the entire amount into account number _____.
- Deposit \$ _____ into account number _____ and the
remainder into account number _____.

I authorize:

- The above listed entity to initiate deposit of my funds to my United Republic Bank
account(s)
- United Republic Bank to credit entries to my account
- The notice to remain in effect until I send written notice of change or cancellation

Signature Date

Printed Name

Automatic Payment Change Request – *Form 2*

Complete a separate form for each payment. This form may be copied. Don't forget that many automatic payments can be set up directly in United Republic Bank Bill Pay!

Customer Information

Name

Address

City, State, Zip Phone

Vendor/Payee Information (Complete as much as possible)

Name Account Number

Address

City, State, Zip Phone

New Bank Information

Financial Institution: United Republic Bank

Routing Number: 104014109 (United Republic Bank)

Account Number: _____

Checking Savings

Effective immediately, I authorize the above referenced Vendor/Payee and United Republic Bank to initiate entries into my United Republic Bank account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

Signature Date

Printed Name

Account Closing Authorization – Form 3

To: _____
(Current financial institution)

From:

Name

Address

City, State, Zip Phone

Accounts:

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to:

Me, at the above listed address

United Republic Bank
Attn: Personal Banker
111 N. 181st
Elkhorn, NE 68022

United Republic Bank account number to be credited: _____

Primary Account Holder Signature Date

Printed Name

Joint Account Holder Signature Date

Printed Name

Note: Prior to sending this Account Closing Authorization, please review your United Republic Bank account statements to ensure all payments and deposits have been switched to your new United Republic Bank account.

