

# 7 Easy Steps to Make the Switch to Republic

## 1. Open Your New Republic Checking Account

In most cases, you should be able to open a checking account with an initial deposit of \$200. Visit with a Republic Banker for all your account options.

## 2. Get Your New Checks and a Republic Check Card

Once ordered by a Republic Banker, checks typically arrive within 1 to 2 weeks. Your Republic Check Card with ExtraRewards will typically be issued at account opening.

## 3. Ask Your Employer to Reroute Your Direct Deposit

When you open your new account, ask your Republic Banker for a direct deposit authorization form that includes your new account information. Give this form to your employer and anyone else who makes direct deposits to your account. This form can also be found at [www.rbt.com/how-to/switch-kit](http://www.rbt.com/how-to/switch-kit)

## 4. Contact Companies that Direct-Debit Your Account or Check Card

Using your last bank statement, make a list of any businesses that you've authorized to directly debit your account or check card. Ask your Republic Banker for an automatic payments authorization form that includes your new account information. Send this form to the businesses on your list. For check card direct debits, requests to change your card number can typically be made online or by phone with the appropriate company. Please be sure to change your card number with the appropriate companies.

## 5. Set-up Online Bill Paying for Your New Account

If you like to pay bills online, set up bill payment information for your new account. (Remember, stop any automatic, recurring payments you have established through your previous account.)

## 6. Close Your Previous Account

Once you have started receiving direct deposits into your new account and are sure that there are no outstanding checks or automatic debits that need to clear, close your previous account. Please do not just withdraw the last dollar and assume the account will close on its own. Your previous bank may start charging you fees for having an empty or inactive checking account. Instead, follow that bank's procedure for closing out the account.

## 7. Enjoy Your New Local Banking Relationship with Republic!



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