




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 account on the Internet with Regions Free Online Banking with Bill Pay.

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 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 Web site, 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 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 an automatic payment 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 us at 1-800-REGIONS (1-800-734-4667) to speak with a banking associate about opening a checking account.



FORM 1 | Change your direct deposit to Regions Bank.

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](https://www.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.



FORM 2 | 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 an automatic payment made online. Please feel free to make as many copies of this form as needed.



FORM 3 | 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 this form as needed.

Please make sure that all automatic payments and direct deposit requests have been processed prior to closing your account. This process can take 1–2 months to take effect.

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						

