

Step 1	Account Transfer Kit – “To Do” List
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We’ll make it quick – and easy – to transfer your account to Three Rivers Bank. Simply use this handy “to do” checklist to help you make the switch!

1. Have your new Three Rivers Bank account number(s) ready when completing the authorization forms in the account transfer kit:

Account Number: _____

Routing Number: 092901418

2. Switch direct deposits/automatic deposits using the **Authorization To Change Direct Deposit:**

- | | |
|---|--|
| <input type="checkbox"/> Employer deposit | <input type="checkbox"/> Brokerage deposits |
| <input type="checkbox"/> Government deposit | <input type="checkbox"/> Child support or court-ordered deposits |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Other |

3. Switch automatic payments/withdrawals using the **Authorization To Change Automatic Withdrawal:**

- | | |
|--|---|
| <input type="checkbox"/> Mortgage/Rent | <input type="checkbox"/> Auto |
| <input type="checkbox"/> Association Fees | <input type="checkbox"/> Club/Membership Dues |
| <input type="checkbox"/> Internet Service | <input type="checkbox"/> Cable TV/Satellite |
| <input type="checkbox"/> Investments | <input type="checkbox"/> Credit Cards |
| <input type="checkbox"/> Utilities: Electric, Gas, Water | <input type="checkbox"/> Phone/Cell Phone |
| <input type="checkbox"/> Online Billing | <input type="checkbox"/> Other |

4. Close all other savings, checking & bill payment accounts using the **Authorization To Close Account:**

Financial Institutions: _____

5. Additional options to explore:

- Refinance your auto loan at Three Rivers Bank.
- Refinance your mortgage loan at Three Rivers Bank.
- Tap your home’s equity with a Three Rivers Bank home equity loan.

For additional detail – or help transferring your accounts to Three Rivers Bank – just ask us! We’ll be glad to help. Please visit either location or call **406.755.4271** or **406.755.5432**.



Two locations to serve you better. · 233 East Idaho Street & 552 North Meridian Road · Kalispell, MT 59901

Voice: 406.755.4271 & 406.755.5432 · Fax: 406.257.0219 & 406.257.0212 · www.threeriversbankmontana.com

Step 2	Authorization to Change Direct Deposit
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Instructions: Complete this authorization to change direct deposits to Three Rivers Bank and provide to your payroll office or any other payor who makes automatic deposits to your account.

Date

Employer/Depositor's Name

Address

City/ State/ Zip

To Whom It May Concern:

You are currently making direct deposits on my behalf to this account:

Old Bank: _____

Routing Number: _____

Account Number: _____

Please discontinue direct deposits here and immediately start direct deposits to my account at:

Three Rivers Bank of Montana
PO Box 7250
Kalispell, MT 59904
Routing Number: 092901418

Account Number: _____ Savings / Checking (circle one)

If you have any questions about this request, please contact me during the day / evening (circle one) at
(_____) (phone number).

Thank you.

Sincerely,

Signature

Name

Address

City/ State/ Zip



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Step 3**Authorization to Change Automatic Withdrawal**

Instructions: Complete this authorization to have automatic withdrawals made from your Three Rivers Bank account. Print one authorization for each company that makes automatic withdrawals from your account. Remember to change any automatic payments made by visa check card too.

Date

Name of Company That Makes Automatic Withdrawal

Address

City/ State/ Zip

To Whom It May Concern:

You are currently withdrawing \$ _____ (amount) on a _____ (when) basis for my _____ (what payment is for) from:

Old Bank: _____

Routing Number: _____

Account Number: _____

or

Card Number: _____

Please discontinue withdrawals from this account and (check one):

Begin withdrawals from my account at:

Three Rivers Bank of Montana
PO Box 7250
Kalispell, MT 59904
Routing Number: 092901418

Account Number: _____ Savings / Checking (circle one)

Begin withdrawals from my Three Rivers Bank Visa Check Card:

Card Number: _____ Expiration: _____ CVV: _____

I will use Three Rivers Bank's Rapid Bill Pay service to make future payments.

If you have any questions about this request, please contact me during the day / evening (circle one) at (_____) _____ (phone number).

Thank you.

Sincerely,

Signature

Name

Address

City/ State/ Zip



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Step 4	Authorization to Close Account
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Instructions: Complete this authorization to close accounts at other financial institutions and have funds transferred to your Three Rivers Bank account. Print one authorization for each financial institution where you have accounts. Remember to destroy old checks, ATM cards and/or debit cards.

_____ Date

_____ Bank / Other financial institution name

_____ Address

_____ City/ State/ Zip

To Whom It May Concern:

Please close my account(s) with your financial institution:

Account Numbers: _____

Account Holders: _____

_____ ID Verification (SSN or secret account code): _____

And send a check for the remaining balance(s) to my new account at:

Three Rivers Bank of Montana
PO Box 7250
Kalispell, MT 59904
Routing Number: 092901418

Account Number: _____ Savings / Checking (circle one)

I have also made arrangements to discontinue the direct deposit and automatic withdrawal of funds from my account(s) with your financial institution.

If you have any questions about this request, please contact me during the day / evening (circle one) at

() _____ (phone number).

Thank you.

Sincerely,

_____ Signature

_____ Name

_____ Address

_____ City/ State/ Zip



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