



# SWITCH KIT

Bank On the Resource Bank Switch Kit to take the hassle out of changing financial institutions. We not only make the move easy, we make the move for you. Simply complete this kit to gather your information and we take care of the rest. Making switching simple, just another reason to Bank On Resource.

| <b>Switching is simple</b>  |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ <b>OPEN</b> accounts and sign up for Internet Banking at Resource Bank.</li> </ul>   | <p>For each new personal account established, we will need the following documentation:</p> <ul style="list-style-type: none"> <li>• Primary Identification (Driver's License/Non-Driver's ID/Passport/US Government ID or US Military ID)</li> <li>• Secondary Identification (Social Security Card/Company ID/Birth Certificate/Credit Card or Voters Registration Card)</li> </ul> <p>For each new business account established, we will need the following documentation:</p> <ul style="list-style-type: none"> <li>• Proof of Tax Identification Number (i.e., SS-4 From, Tax Return)</li> <li>• Articles of Incorporation (S or C Corp.) OR</li> <li>• Certificates of Organization (LLC) OR</li> <li>• Partnership Agreement</li> <li>• Certificate of Assumed Name (doing business under another name)</li> <li>• Individuals having access to your business account will need to provide their Driver's License and proof of SS#.</li> </ul> <p>Keep your new Resource and routing and account numbers handy for direct deposit and automatic withdrawal requests.<br/>Our routing number is: 065405242.</p> |
| <ul style="list-style-type: none"> <li>▪ <b>IDENTIFY</b> companies currently authorized to make automatic Deposits and/or deductions from your old account.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>▪ <b>SIGN</b> form letters to transfer all billing to your new account. Resource Bank will send out the forms to the appropriate parties including your old bank.</li> </ul> |  |
| <ul style="list-style-type: none"> <li>▪ <b>SWITCH</b> to your new account and stop using you old bank account. Bring in your old checks and we will buy them back.</li> </ul>                                      |  |
| <ul style="list-style-type: none"> <li>▪ <b>ENJOY</b> the features and benefits of being a Resource Bank customer. You can always Bank On Us.</li> </ul>  |  |

Our customer service standard is to make the switch simple for you. We will be sure to keep your old account open for a while to allow all outstanding transaction to clear. It could take up to two statement cycles for some companies to change billing. Your Resource banker will monitor the switch for a smooth and seamless transfer.

[www.BankOnResource.com](http://www.BankOnResource.com)



# BUSINESS – NEW ACCOUNT INFORMATION

## SECTION 1 – BUSINESS INFORMATION

|                           |                        |
|---------------------------|------------------------|
| Acct. Title/Business Name |                        |
| Business Mailing Address  |                        |
| City, State and Zip       |                        |
| Physical Address          |                        |
| City, State and Zip       |                        |
| Telephone Number          | Secondary Phone Number |
| Tax ID #                  | Email Address          |

Number of Signers Needed to Withdraw: \_\_\_\_\_

## SECTION 2 – AUTHORIZED SIGNERS INFORMATION

|                         |                        |               |
|-------------------------|------------------------|---------------|
| Name                    |                        |               |
| Title                   |                        |               |
| Address                 |                        |               |
| City, State and Zip     |                        |               |
| Home Phone Number       |                        |               |
| Driver's License Number | Social Security Number | Date of Birth |

|                         |                        |  |
|-------------------------|------------------------|--|
| Name                    |                        |  |
| Title                   |                        |  |
| Address                 |                        |  |
| City, State and Zip     |                        |  |
| Home Phone Number       |                        |  |
| Driver's License Number |                        |  |
| Home Phone Number       | Social Security Number |  |

CHECK ONE:  Corporation for Profit  LLC  Partnership  Sole Proprietorship  Non-Profit Organization  
 Other

TYPE OF ACCOUNT:  Business Checking  Business Money Market  Certificate of Deposit

TERM \_\_\_\_\_

INTEREST DISBURSEMENT:  Credit CD at Maturity  Monthly Check  Monthly Transfer to Acct # \_\_\_\_\_

**NOTICE – Copy of driver's license and any second form of ID for each signer must be attached.** Upon receipt of this completed form and identification, the necessary document will be prepared for signature. For your security, please do not email private information. This form can be faxed to (\_\_\_\_) \_\_\_\_\_ or mailed to me at: RESOURCE BANK ATTN: \_\_\_\_\_  
1598 Ochsner Boulevard, Suite 101  
Covington, LA 70433

If you have any questions, please contact me at (\_\_\_\_) \_\_\_\_\_



# PERSONAL – NEW ACCOUNT INFORMATION

| PRIMARY ACCOUNT HOLDER INFORMATION |                   |
|------------------------------------|-------------------|
| Name                               |                   |
| Address                            |                   |
| City, State and Zip                |                   |
| Social Security Number             |                   |
| Date of Birth                      |                   |
| Driver's License #                 |                   |
| Telephone Number                   | Cell Phone Number |
| Employer                           |                   |
| Business Phone Number              | Email             |

| JOINT ACCOUNT HOLDER INFORMATION (if applicable) |                   |
|--|-------------------|
| Name   |                   |
| Address  |                   |
| City, State and Zip                              |                   |
| Social Security Number                           |                   |
| Date of Birth                                    |                   |
| Driver's License #                               |                   |
| Telephone Number                                 | Cell Phone Number |
| Employer   |                   |
| Business Phone Number                            | Email             |

**NOTE – The USA PATRIOT Act requires a copy (front & back) of 2 forms of identification for each signer.**

One form of identification must be one of the following:

- Driver's License
- Non-driver's ID
- Passport
- US Government ID
- US Military ID

The other form of identification must be one of the following:

- Social Security Card
- Company or School ID
- Birth Certificate
- Credit Card
- Utility Bill
- Federal Income Tax Return
- Insurance Card
- Voter Registration Card
- Property Tax Bill

This form can be faxed to (\_\_\_\_) \_\_\_\_\_ or mailed to me at:

RESOURCE BANK ATTN: \_\_\_\_\_  
 1598 Ochsner Boulevard, Suite 101  
 Covington, LA 70433

**If you have any questions, please contact me at (\_\_\_\_) \_\_\_\_\_**



# AUTOMATIC TRANSACTION AUTHORIZATION

Sign up for Resource Bank's Bill Pay

## ATTN: CUSTOMER SERVICE DEPARTMENT

|                     |
|---------------------|
| Company Name        |
| Address             |
| City, State and Zip |
| Date                |

## RE: PLEASE UPDATE MY ACCOUNT INFORMATION

To Whom It May Concern:

I have recently changed banks and request that my automatic deposit and/or deduction be switched to my new account at Resource Bank. My information is as follows:

Name On Account: \_\_\_\_\_

Account Number with your company: \_\_\_\_\_

Former Bank Routing #: \_\_\_\_\_ Former Bank Account #: \_\_\_\_\_

My new **RESOURCE BANK ACCOUNT** information is:

**RESOURCE BANK ROUTING #: 065405242**

**RESOURCE BANK ACCOUNT #:** \_\_\_\_\_

I authorize your company to initiate  **credit entries**  **debit entries** to my account at Resource Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such as to afford a reasonable time to act. If you have any questions, please contact me at the number listed below.

**I authorize Resource Bank employee** \_\_\_\_\_ **to discuss this account.**

Sincerely,

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



# ACCOUNT CLOSING FORM

**ATTN: CUSTOMER SERVICE DEPARTMENT**

|                     |
|---------------------|
| Former Bank Name    |
| Address             |
| City, State and Zip |
| Date                |

**RE: PLEASE CLOSE MY ACCOUNT (S)**

To Whom It May Concern:

I have recently changed banks and would like to close the account(s) listed below.

Effective as of (date): \_\_\_\_\_

| Account Type (checking, savings, etc.) | Account Number |
|--|----------------|
|  |                |
|  |                |
|  |                |
|  |                |

Please forward all remaining funds to me by  **mail at address below**  **wire transfer\***. If you have any questions regarding this request, please contact me at (phone): \_\_\_\_\_.  
Thank You.

Sincerely,

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



# COMMON CONTACTS

| UTILITIES                      | Phone/Website   | Notes |
|--------------------------------|---|-------|
| AT & T PHONE & INTERNET        | <a href="http://www.att.com/accounts">www.att.com/accounts</a> 1-800-288-2020   |       |
| ATMOS ENERGY                   | <a href="http://www.atmosenergy.com">www.atmosenergy.com</a> 1-888-286-6700   |       |
| CHARTER                        | <a href="http://www.charter.com">www.charter.com</a> 1-888-438-2427   |       |
| CLECO POWER                    | <a href="http://www.cleco.com">www.cleco.com</a> 1-800-622-6537   |       |
| COX TV                         | <a href="http://www.cox.com">www.cox.com</a> 504-304-8444   |       |
| DIRECT TV                      | <a href="http://support.directv.com/app/answers">http://support.directv.com/app/answers</a>   |       |
| ENTERGY POWER                  | <a href="http://www.entergy.com">www.entergy.com</a> 1-800-368-3749   |       |
| JEFFERSON PARISH WATER         | Email: JPWater@jeffparish.net(504)736-6060<br><a href="http://www.jeffparish.net/index.cfm?DocID=1964">http://www.jeffparish.net/index.cfm?DocID=1964</a> |       |
| SDT WASTE & DEBRIS             | (866)45-WASTE<br><a href="http://www.sdtwds.com">www.sdtwds.com</a>   |       |
| SEWERAGE & WATER BOARD         | <a href="http://www.jeffparish.net/index.cfm?DocID=1964">http://www.jeffparish.net/index.cfm?DocID=1964</a>   |       |
| TAMMANY UTILITIES              | 985-276-6400<br><a href="http://www.stpgov.org/online_tammany_utilities">www.stpgov.org/online_tammany_utilities</a>                                      |       |
| WASTE MANAGEMENT               | <a href="http://www.wm.com/customer-service">www.wm.com/customer-service</a> 1-800-284-2451   |       |
| WST ELECTRIC                   | <a href="http://www.wste.coop/billing-options">www.wste.coop/billing-options</a>  |       |
| CELL PROVIDERS                 | Phone/Website   | Notes |
| AT&T                           | <a href="http://www.att.com/esupport/main">www.att.com/esupport/main</a> 1-800-288-2020   |       |
| SPRINT                         | <a href="http://www.sprint.com">www.sprint.com</a> 1-866-866-7509   |       |
| VERIZON                        | <a href="http://www.verizon.com">www.verizon.com</a> 1-888-294-6804 or *611 from cell phone   |       |
| CREDIT CARDS                   | Phone/Website   | Notes |
| AMERICAN EXPRESS               | <a href="http://www.americanexpress.com">www.americanexpress.com</a> 1-800-528-4200   |       |
| DISCOVER                       | <a href="http://www.discovercard.com">www.discovercard.com</a> 1-800-347-2683   |       |
| MASTERCARD                     | <a href="http://www.mastercard.us">www.mastercard.us</a> 1-800-627-8372   |       |
| VISA                           | <a href="http://usa.visa.com">http://usa.visa.com</a> 1-800-847-2911  |       |
| FEDERAL                        | Phone/Website   | Notes |
| Social Security Administration | <a href="http://www.ssa.gov">www.ssa.gov</a> 1-800-772-1213   |       |
| MY VENDORS                     | Phone/Website   | Notes |
|                                |   |       |
|                                |   |       |
|                                |   |       |
|                                |   |       |