Welcome
To Rivermark Community Credit Union
Switching is Easier at Rivermark

Thank you for choosing Rivermark Community Credit Union! This kit is designed to help you transition your banking relationship with ease. Follow these steps to start enjoying the benefits of Rivermark.

1. Open and Fund a New Business Checking Account
   Complete this process at any local Rivermark branch. Once established, you may view your account and routing numbers in Online Banking. This will be helpful when completing the next steps.

2. Transfer Automatic Deposits
   Contact all merchants and vendors that send you payments each month. Distribute your new business account information to ensure all future payments are routed to your Rivermark account.

3. Switch Automatic Payments
   Contact all merchants and vendors that you send payments to each month. Disburse your new account information to ensure all future payments are routed from your Rivermark account.

4. Close Your Old Business Account
   Once all of your outstanding payments have cleared, and deposits are successfully routed to Rivermark, close your old account.

If you have any questions, don’t hesitate to reach out at 503.626.6600 or 800.452.8502.
Business Switch Kit Checklist

Account Set-Up
☐ Online Banking Set-Up
☐ Merchant Card Services
☐ Payroll Processing

Order Supplies
☐ Business Checks
☐ Business Deposit Tickets
☐ Endorsement Stamp
☐ Deposit Bags

Notify the Following
☐ Accountant
☐ Financial Advisor
☐ Payroll Processing Company
☐ Merchant Card Services Provider
☐ Insurance Company
☐ Vendors
☐ Electronic State Tax Payments
☐ Electronic Federal Tax Payment (www.eftps.gov)
Finding Your ACH Number

You'll need a routing number and ACH number to set up a direct deposit, ACH transfer or transfer from another financial institution. There are two ways you can find your Rivermark ACH number. Rivermark’s routing number is 323076012.

Option 1: Within Online Banking
1. Log into online banking.
2. Click on your account name in the My Accounts dashboard.
3. Click Account Details on the left side of the page.
4. You will find your ACH number in the dropdown menu.

Option 2: On Your Checks
You can also find your ACH number listed on your checks.
## Automatic Payments Worksheet

Use this worksheet to track and transfer your automatic payments.

<table>
<thead>
<tr>
<th>Withdrawal Type</th>
<th>Company Name</th>
<th>Account Number</th>
<th>Amount</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Business Insurance</td>
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<td>Life Insurance</td>
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<td>Merchant Services</td>
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</table>
Automatic Transfer Letter

Name:__________________________
Date:__________________________
ACH Number:____________________

To Whom it May Concern:
This letter is an authorization to redirect my automatic payment to my new Rivermark Community Credit Union business account. You will find an attached voided check with my updated payment information.

New Bank ACH Number:______________ Account Type:______________
New Bank Routing Number:____________
323076012
New Debit Card Number:______________ Expiration Date:_______ CVV:_______

If you have any questions regarding this matter, please contact me at:

Phone:__________________________
Address:_________________________
_________________________________
_________________________________
_________________________________

Name:__________________________
Title:__________________________
Request to Close Account(s)

Date:________________________

To:__________________________

From:________________________

Please accept this letter as my written authorization to close my account(s) at your financial institution. All of my transactions have cleared my account, and I have discontinued any automatic payments and/or deposits.

Please close the following account(s):

ACH Number:___________________  Account Type:___________________

ACH Number:___________________  Account Type:___________________

You may forward any remaining funds to the following payee and address:

Rivermark Community Credit Union
For Benefit of:___________________
PO Box 4044
Beaverton, OR 97076

Thank you for your attention to this matter.

Authorized Signer:___________________  Signature:___________________
Rivermark Locations

**Lobby Hours**
Monday-Thursday 9:00am-5:00pm
Friday 9:00am-6:00pm
Saturday 10:00am-2:00pm

**Live Personal Teller Hours**
Monday-Friday 8:00am-8:00pm
Saturday 10:00am-6:00pm

* Video Teller Kiosk, not a full service branch.