



BUSINESS BANKING CHANGE REQUEST FORM

Please accept these instructions to switch my existing Business account to one of the below selected new Business account types.

FROM	TO	CONVERSION INSTRUCTIONS
RBC BUSINESS DAY-TO-DAY ACCOUNT NUMBER: _____	RBC BUSINESS ESSENTIALS	<input type="checkbox"/> Yes, please convert my account to an RBC Business Essentials Fixed Fee Plan Account
	RBC BUSINESS ESSENTIALS - PLUS	<input type="checkbox"/> Yes, please convert my account to an RBC Business Essentials-Plus Fixed Fee Plan Account
	RBC BUSINESS ESSENTIALS - ADVANCED	<input type="checkbox"/> Yes, please convert my account to an RBC Business Essentials-Advanced Fixed Fee Plan Account
	RBC e-BUSINESS ACCOUNT	<input type="checkbox"/> Yes, please convert my account to an RBC e-Business Account

Kindly note that in the event you have decided to switch, your existing account number(s) will not change and you will not be required to fill any further account opening forms and/or agreements.*

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME _____ CONTACT# _____

RBC HOME BRANCH: _____

SIGNATURE: _____ SIGNATURE: _____

SIGNATURE: _____ SIGNATURE: _____

Affix Company Stamp

FOR INTERNAL USE ONLY:

OFFICER NAME _____ INITIALS _____ EXT _____

*Please note that that in order to complete this request, our standard criteria for the Business account type, including our KYC requirements, must be in compliance and signatures on this form must match our records.