

# BUSINESS BANKING SWITCH KIT

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Follow these simple steps to move your business checking relationship to First National Bank of Steeleville (FNB).

**Moving all your business accounts to First National Bank of Steeleville has never been easier! Simply refer to the following guide to make your switch easy and convenient.**

**Step 1: Open a FNB Business checking account.**

Stop by the FNB location nearest you and visit with a Customer Service Representative who can assist you in opening your new account. If it's more convenient, call us to get the process started.

**Step 2: Stop using your previous checking account.**

Allow time for outstanding checks to clear — usually about 10 days after written. Destroy your ATM and/or debit card(s), any unused checks, and deposit slips.

**Step 3: Change your checking account information with your payroll processor if using one.**

If you process your payroll in-house, talk to us about originating direct deposit through us. Notify your payroll processor of the updated account number from which to debit. We can help you complete the Payroll Processor Notification Form (Form 1) to quickly make this switch.

**Step 4: Transfer any automatic payments and debits to FNB.**

We can help you with this step too. Notify anyone deducting automatic payments from your previous account (insurance, utilities, merchant services, etc.) of your new FNB Business Checking account information. To quickly make this switch, we can help you complete the Automatic Payment Request (Form 2).

**Step 5: Transfer any incoming deposits to FNB. This would include ACH and wires.** Notify anyone electronically crediting to your previous account of your new FNB Business Checking account information. We can help you complete the Incoming Deposit Request (Form 3) to quickly make this switch.

**Step 6: Close your previous checking account.**

After all your checks and automatic payments have cleared, close your previous checking account(s). We can help you complete the Account Closing Request Form (Form 4) to notify your previous bank of your decision to close your account(s).

**That's it! If you have any questions during this process, expect to get the help you need from us. Call us at 1-618-965-3441, [click here to email us](#) or drop by one of our locations.**



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Following this page are six forms that will help you make the switch to **First National Bank of Steepleville (FNB)** easy and convenient. Just complete and provide these to one of our Customer Service Representatives.

**At FNB we're here to help. We provide our customers with straight talk and sound advice. Have a question? Ask, we've got the right answer for you.**

If you do not have a Payroll Processor, we can help you get started with ACH Origination to direct deposit payroll!

## Step 1: Fill out Form 1: Payroll Processor Notification

Before sending the Payroll Processor Notification form:

- ✓ Check with your payroll processor to ensure no other forms are required.
- ✓ Use this form to change the account from which funds should be deducted for payroll purposes.
- ✓ Maintain the account at your previous bank until the payroll deduction has been switched.

After you have sent the Payroll Notification form:

- ✓ Confirm with your payroll processor that the form was received.
- ✓ Monitor your account to verify that payroll deduction has started.

## Step 2: Fill out Form 2: Automatic Payment Request

Before sending the Automatic Payment Request form:

- ✓ Review the Automatic Payment Resource information below to identify any existing automatic payment.
- ✓ Use this form to request that your automatic payment be established at FNB.
- ✓ Maintain the account at your previous bank until all automatic payment has been switched over.

## Step 3: Fill out Form 3: Incoming Deposit Request

Before sending the Incoming Deposit Request form:

- ✓ Check with your contact to make sure no other forms are required.
- ✓ Use this form to change the account number to be credited.
- ✓ Maintain the account at your previous bank until the automatic payment has been switched over.

## Step 4: Fill out Form 4: Account Closing Request

Before sending the Account Closing Request form:

- ✓ Check with your previous bank to make sure no additional information or forms are required to close the account or terminate other services.
- ✓ Inquire about any possible penalties, with respect to early withdrawal, before you close your account. If you have Certificates of Deposit (CDs), it is important to check the maturity dates.

After you've sent the Account Closing Request form:

- ✓ Check account statements to verify that all accounts have a zero balance and have been closed.

## Step 5: Fill Out Form 5: Business Services Inquiry

- ✓ Complete this form and return it to one of our Customer Service Representatives to expedite the activation of many time and money saving business services.

# BUSINESS BANKING SWITCH KIT

Complete this checklist for each company you make an automatic payment to.

Do you have automatic payments to move to your new FNB account, like:

TYPE OF AUTOMATIC PAYMENT	VENDOR NAME	ACCOUNT #
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Insurance


Loan/Lease Payments


| Professional Mortgage/Lease


Building Utilities (phone, internet, electric, gas, etc.)


Credit Cards


Merchant Services (credit and debit)


Tax Payments (federal, state, local)


Make a list! It can be helpful to scroll through your online banking vendors if you had this feature at your previous bank. Next, send in the Automatic Payment Request form. Be sure to check your account to make sure that your automatic payments have begun.

# BUSINESS BANKING SWITCH KIT

## FORM 1: Payroll Processor Notification

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Yes, please change my existing payroll funding account to First National Bank of Steeleville (FNB).

\_\_\_\_\_  
Authorizing Party Name

\_\_\_\_\_  
Title

I am authorizing the change to my payroll funding account to my FNB account effective:

\_\_\_\_\_  
Date

### Company Information

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Fax

### Bank Account Information

Please change my payroll funding account to:     Checking     Money Market

\_\_\_\_\_  
FNB Bank Account Number

081909722

\_\_\_\_\_  
FNB Transit Routing Number

I/We authorize \_\_\_\_\_ (payroll processor) to debit the FNB account indicated above for payroll purposes, and to make any necessary adjustments for any debit made in error to the account. I/we understand that this authority will remain in effect until I/we have given written notice to terminate this service. I/we agree that ACH transactions I/we authorize comply with all applicable laws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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## FORM 2: Automatic Payment/Change Request

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Authoring Party Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

I authorize the following payment(s) to be automatically debited from my First National Bank of Steeleville (FNB) account as follows:

### Company Information

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Bank Account Information

Please change my payroll funding account to:  Checking  Money Market

First National Bank of Steeleville Account Number \_\_\_\_\_

081909722

FNB Transit Routing Number \_\_\_\_\_

I/We authorize \_\_\_\_\_ (payee) to initiate payments from the FNB checking account indicated above, and to make any necessary adjustments for any debit made in error to the account. This authority will remain in effect until I/we have given written notice to terminate this service. I/we agree that ACH transactions I/we authorize comply with all applicable laws.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_



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## FORM 3: *Direct Deposit Authorization*

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Please consider this form my authorization to deposit funds into my First National Bank of Steeleville (FNB) account as indicated below.

**081909722**

Routing Number:

FNB Checking Account Number:

Employer Name

Employer Street Address

City

State

Zip

Customer Name (please print)

Social Security Number (optional)

City

State

Zip

Phone Number

Customer Signature

Date

FNB Representative

Date

I/We authorize \_\_\_\_\_ (payee) to initiate payments from the First National Bank checking account indicated above, and to make any necessary adjustments for any debit made in error to the account. This authority will remain in effect until I/we have given written notice to terminate this service. I/we agree that ACH transactions I/we authorize comply with all applicable laws.

Signature

Printed Name

Date



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## FORM 4: Account Closing Request

Please close the account(s) indicated and described below. Process this request and forward any remaining funds by check to the address indicated.

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Authorizing Party Name

Title

Date

I authorize the following change to my existing incoming deposit to my First National Bank of Steeleville account as follows:

### Company Information (Any remaining funds will be sent by check to this address)

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Company Name

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Contact Name

---

Company Address

---

City

State

Zip

---

Daytime Phone

Fax

### Bank Account Information

I authorize the closing of the following account numbers indicated as follows:

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Bank Name

Effective Close Date

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Account Type

Account Number

---

Account Type

Account Number

---

Account Type

Account Number

---

Signature

Printed Name

Date

---

Signature

Printed Name

Date

---

Signature

Printed Name

Date