

# BUSINESS BANKING SWITCH KIT

Follow these simple steps to move your business checking relationship to 1st Source Bank.

**Did you know... You have a team of bankers at 1st Source ready to help make each of these steps as easy and convenient as possible. Ask us!**

## **Step 1: Open a 1st Source Business checking account.**

We'll help you decide which account best fits your business size and financial needs. We will review your treasury needs at this time.

## **Step 2: Change your direct deposits.**

Supply a voided check and the name of a contact at your office who can review check stock requirements to ensure you receive a comparable check style with your new 1st Source Business checking account.

## **Step 3: 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 4: Change your checking account information with your payroll processor if using one.**

If you process your payroll in-house, talk to a Business Relationship Manager about original direct deposit through us. Notify your payroll processor of the updated account number from which to debit. Your 1st Source Relationship Manager can help you complete the enclosed Payroll Processor Notification Form (Form 1) to quickly make this switch.

## **Step 5: Transfer any automatic payments and debits to 1st Source.**

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 1st Source account information. To quickly make this switch, your 1st Source Relationship Manager can help you complete the enclosed Automatic Payment Request (Form 2).

## **Step 6: Transfer any incoming deposits to 1st Source. This would include ACH and wires.**

Notify anyone electronically crediting to your previous account of your new 1st Source account information. Your 1st Source Relationship Manager can help you complete the enclosed Incoming Deposit Request (Form 3) to quickly make this switch.

→ Please talk to us about Fraud Protection Services available.

## **Step 7: Close your previous checking account.**

After all your checks and automatic payments have cleared, close your previous checking account(s). Your 1st Source Relationship Manager can help you complete the enclosed 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 1st Source Bank. Call us at 1-800-513-2360 or go online to our LiveChat at: [www.1stsource.com](http://www.1stsource.com).**

# BUSINESS BANKING SWITCH KIT

Following this page are six forms that will help you make the switch to 1st Source Bank easy and convenient. Just complete and provide these to your new 1st Source Bank Relationship Manager or banking center contact.

**At 1st Source we're here to help. We provide our clients 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, your Business Relationship Manager will help you get the following set up.

## **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 the enclosed 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 payments.
- Use the enclosed form to request that your automatic payment be established at 1st Source.
- Maintain the account at your previous bank until the automatic payment has been switched over to your new 1st Source account.

## **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 the enclosed form to change the account number to be credited.
- Maintain the account at your previous bank until the automatic payment has been switched over to your new 1st Source account.

## **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 treasury 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 your 1st Source Relationship Manager or your banking center representative 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 1st Source 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 above. 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 (you may attach this form if it is helpful). Be sure to check your account to make sure that your automatic payments have begun.

# BUSINESS BANKING SWITCH KIT

## FORM 1: Payroll Processor Notification

Yes, please change my existing payroll funding account to 1st Source Bank.

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

\_\_\_\_\_  
Title

I am authorizing the change to my payroll funding account to my 1st Source Bank 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

\_\_\_\_\_  
1st Source Bank Account Number

071212128

\_\_\_\_\_  
1st Source Bank Transit Routing Number

I/We authorize \_\_\_\_\_ (payroll processor) to debit the 1st Source Bank 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

# BUSINESS BANKING SWITCH KIT

## FORM 2: Automatic Payment/Change Request

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Authorizing Party Name

Title

Date

I authorize the following payment(s) to be automatically debited from my 1st Source bank 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

1st Source Bank Account Number

071212128

1st Source Bank Transit Routing Number

I/We authorize \_\_\_\_\_ (payee) to initiate payments from the 1st Source 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

# BUSINESS BANKING SWITCH KIT

## FORM 3: *Direct Deposit Authorization*

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Please consider this form my authorization to deposit funds into my 1st Source Bank account as indicated below.

071212128

Routing Number

1st Source Bank Checking Account Number

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Employer Name

---

Employer Street Address

---

City

State

Zip

---

Customer Name (please print)

Social Security Number (optional)

---

City

State

Zip

---

Phone Number

---

Customer Signature

Date

---

1st Source Banking Representative

Date

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I/We authorize \_\_\_\_\_ (payee) to initiate payments from the 1st Source 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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# BUSINESS BANKING SWITCH KIT

## 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 1st Source Bank 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

# BUSINESS BANKING SWITCH KIT

## FORM 5: Business Services Inquiry

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Yes, I would like to understand how 1st Source can help me with:

Business Banking Online

Bill Pay

ACH Origination

Wire Transfer

Positive Pay

ACH Control

Merchant Services

Remote Deposit Express

Lockbox

Controlled Disbursement

Zero Balance Accounts

Vault Services

Automated Investment Sweep

Automated Line Sweep

Automated Two Way Sweep

Loans

Loan Refinancing

Grants/Funds

401k Plans

Tax Savings Strategies

Retirement Strategies

Other Banking Services

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### Company Information

---

Company Name

---

Contact Name

---

Company Address

---

City

State

Zip

AM PM

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Daytime Phone

Best Time to Call

Fax

### Your Cash Management Representative is:

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Name

Phone

Your 1st Source Bank Business Relationship Manager and Cash Management Representatives are there for you and your business. Call or fax this form:

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Phone

Fax



# BUSINESS BANKING SWITCH KIT

## Checklist

Use this checklist to help your business make the switch and begin to receive all the benefits of a relationship with 1st Source Bank.

For additional questions or more information, please:

- visit any of our banking centers across northern Indiana and southwestern Michigan
- contact your 1st Source Bank Relationship Manager
- go to our Live Chat on [www.1stsource.com](http://www.1stsource.com) or call 1-800-513-2360

Date: \_\_\_\_\_

	Company/ Financial Institution	Account Number	Type of Account	Date Mailed or Contacted	Follow-Up Date	Item Complete
Payroll Processor						
Incoming ACH Deposit						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Treasury Management Products						
Treasury Management Products						
Credit Card Balance Transfer						
Credit Card Balance Transfer						
Account Closure						
Account Closure						
Merchant Services						

Notes:

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