

Business Account Checklist

To help you switch, please use this handy checklist to make sure we'll have all the materials needed to successfully open and switch your account(s)!

Please bring the following information with you:

- Name of Business
- Business Documentation as needed (i.e. Articles of Incorporation, Certificate of Good Standing, Operating Agreement, etc.)
- EIN or SSN (Sole Proprietor, Single Member LLC)
- Business Address (physical street address)
- Phone Number
- Signer Name(s) and Title

If moving from another financial institution, we need the following information to assist you:

- To close previous bank account(s) - provide bank name and account number(s)
- To switch Automatic Payments - provide a bill statement from each merchant you make automatic payments to
- To order FREE checks - have your check and deposit ticket preference with you
- If you use computer checks - know names, titles, and Social Security Numbers for those who should receive a debit card. Signatures will be required for each person requesting a card. We will provide you with a postage-paid envelope to return your employees' signed applications.

We can also help you set up Internet Banking, Online Bill Pay, Direct Deposit for your employees, and so much more!

