

**Town and
Country Bank**

**Peoples
Prosperity Bank**
SidebySide

Switch Kit

A STEP-BY-STEP GUIDE FOR
BUSINESS BANKING

We understand switching banks can be a big decision and a real challenge. That's why we've designed an easy switch kit to guide you step-by-step through the move. This kit includes several worksheets and forms that will make it easy for you to switch.

Just follow these four steps and you'll be switched in no time!

STEP 1

Open your new Town and Country Bank and Peoples Prosperity Bank Account.

Undecided about which business checking is right for you? Our bankers can help you decide which account and business banking services best fit your needs. During the account opening process if you provide a voided check we can help you select a check style that is comparable.

STEP 2

Update payroll account information.

Our Payroll Processing Change Form and Employee Direct Deposit Authorization form can help to notify your payroll processor of the updated account number from which to debit.

- Check with your payroll processor to ensure no other documentation is needed.
- Your business banker will assist you in creating a pre-note file for testing.
- Maintain your old account until payroll deduction has been switched.

STEP 3

Update any electronic debits and credits.

Review your bank statements to identify billers (insurance, utilities, loan payments, credit cards, tax payments, etc.) and payees (accounts receivable, merchant services, and direct wire payments) to your new account information. Forms to use for help:

- Electronic Payment Change Form is available if you are not switching payments over the phone or online.
- Electronic Receivables Change Form
- Wire Instruction Change Form

STEP 4

Close your old account.

Stop using your old account. Please allow enough time for outstanding checks and automatic payments to clear before closing your old account. Destroy any debit or ATM cards, unused checks, and deposit slips. Use the Close Accounts Form.

PAYROLL PROCESSING CHANGE FORM

Date

Payroll Processing Company Name

Company Address

City

State

ZIP

Re: PAYROLL PROCESSING CHANGE, _____

Account Number

To Whom It May Concern:

You are currently debiting funds to fund and process payroll from the following bank account:

Bank Name: _____

ABA/Bank Routing Number: _____

Account Number: _____

Please cease electronic transactions from that account and begin the transactions with the following financial institution:

Town and Country Bank and Peoples Prosperity Bank

ABA/Bank Routing Number: **071123262**

Account Number: _____

If you have any questions, please contact me at _____ . Thank you for your assistance.

Sincerely,

Name

Company

Title

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM

My Company Name _____

Address _____

City, State, Zip _____

Phone _____

Employee Information:

Name(s) on Account: _____

Bank Name: _____

Bank ABA/Routing Number: _____

Account Number: _____

Account Type: Checking Savings

Authorized Account Holder Signature(s): _____

I hereby authorize my employer and the bank to update the transaction to my account for the purposes of the above stated Automatic Clearing House (ACH) transaction. I understand if I wish to change or cease this transaction, I must contact my employer.

Printed Name: _____

Signature: _____ Date: _____

(Please return this form to your employer stated above for their file records.)

ELECTRONIC PAYMENT CHANGE FORM

Date

Company Name

Company Address

City

State

ZIP

Re: ELECTRONIC PAYMENT CHANGE, _____

Account Number

To Whom It May Concern:

You are currently debiting funds for our regular payment from the following bank account:

Bank Name: _____

ABA/Bank Routing Number: _____

Account Number: _____

Please cease electronic transactions from that account and begin the transactions with the following financial institution:

Town and Country Bank and Peoples Prosperity Bank

ABA/Bank Routing Number: **071123262**

Account Number: _____

If you have any questions, please contact me at _____ . Thank you for your assistance.

Sincerely,

Name

Company

Title

ELECTRONIC RECEIVABLES CHANGE FORM

Date

Company Name

Company Address

City

State

ZIP

Re: ELECTRONIC RECEIVABLES CHANGE, _____

Account Number

To Whom It May Concern:

You are currently crediting funds for our regular payment from the following bank account:

Bank Name: _____

ABA/Bank Routing Number: _____

Account Number: _____

Please cease electronic transactions from that account and begin the transactions with the following financial institution:

Town and Country Bank and Peoples Prosperity Bank

ABA/Bank Routing Number: **071123262**

Account Number: _____

If you have any questions, please contact me at _____ . Thank you for your assistance.

Sincerely,

Name

Company

Title

WIRE INSTRUCTION CHANGE FORM

Date

Company Name

Company Address

City

State

ZIP

Re: WIRE INSTRUCTION CHANGE, _____

Account Number

To Whom It May Concern:

You are currently wiring payments to our bank account:

Bank Name: _____

ABA/Bank Routing Number: _____

Account Number: _____

Please cease wires from that account and begin wiring to the following financial institution:

Town and Country Bank and Peoples Prosperity Bank

ABA/Bank Routing Number: **071123262**

Account Number: _____

If you have any questions, please contact me at _____ . Thank you for your assistance.

Sincerely,

Name

Company

Title

ACCOUNT CLOSURE FORM

Date

Bank Name

Bank Address

City

State

ZIP

Re: CLOSE ACCOUNTS, _____

Account Number

To Whom It May Concern:

This letter serves as a request to close the following account numbers:

Account Number(s): _____

Please send a check for the remaining balance to:

Company Name

Company Address

City

State

ZIP

If you have any questions, please contact me at _____ . Thank you for your assistance.

Sincerely,

Name

Company

Title

BUSINESS SWITCH KIT WORKSHEET

Use this form to record information for automatic deductions and deposits.

AUTOMATIC PAYMENTS:

Companies that make automatic deductions from your account.

PAYMENT	COMPANY	PHONE	ACCOUNT #	AMOUNT	PAYMENT DATE	METHOD*	COMPLETE

*Indicates type of payment method: bill payment, debit card, automatic payment, etc.

AUTOMATIC DEPOSITS:

Companies that make automatic deposits to your account.

DEPOSIT	COMPANY	PHONE	ACCOUNT #	AMOUNT	DATE OF DEPOSIT	COMPLETE

I am interested in discussing with my banker the following services:

- Online Banking
- Bill Payment
- E-Statements
- Mobile Banking
- Remote Deposit
- Loan and Line of Credit
- ACH Origination
- Positive Pay
- Commercial Credit Card
- Debit and Credit Card Acceptance
- Additional FDIC Insurance
- Employee Benefits
- Personal Accounts

**Town and
Country Bank**

**Peoples
Prosperity Bank**
SidebySide

866.770.3100

townandcountrybank.com | peoplesprosperitybank.com

