

UNITED BANK'S BUSINESS

Switch Kit

Welcome to United Bank!

Thank you for choosing United Bank. We're thrilled to have you as a customer and look forward to meeting your needs and exceeding your expectations.

At United Bank, we want to make banking as easy as possible for our business customers. We know you're busy and don't have time to worry about banking. So, our goal is to get you the right products and then back them up with convenience-enhancing tools and superior customer service.

The first step is to get your accounts switched to United Bank and this easy-to-use kit should help.

Your Switch Kit includes:

- 5 Simple Steps for Switching to Your New United Bank Business Checking Account
- Switching Worksheet
- Switching Forms
 - Automatic Payment Cancel Form
 - Automatic Payment Switch Form
 - Financial Partner Notification Form
 - Account Closing Request Form
- Switching To-Do List



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5 Simple Steps

Switching to Your New Business Checking Account

Call 800.423.7026 if you have questions!

1 Sign up for online banking.
Contact us to register for online banking at 1-800-423-7026.

2 Stop using your old business account.
Do not close your account or remove all funds until you are certain all outstanding items have cleared and all automatic transactions have been switched to your new account.

3 Switch automatic and recurring transactions.



Complete within 30 days to minimize interruptions

You'll need to redirect payments to/from your new United Bank account. If you'd like to send written notice, **an Automatic Payment Switch form is on page 7.**

You will need to compile, notify, and update information with

- Direct deposits into your account from vendors, merchants or financial institutions
- Payments from you to utilities, loans, subscription services, and other vendors

4 Update your account information with financial services providers.



Complete within 30 days to minimize interruptions

These include your bookkeeper, accountant, attorney, payroll company, merchant services provider and any professionals or companies who need your account information.

5 Close your old business account.

Once you are certain all items have cleared and automatic transactions switched, you should close your old business checking account. We've included an Account Closing Request Form in this kit for your convenience.



Download the **UB BIZ APP**



Tip
Follow these easy steps to complete your transfer to United Bank.



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Switching To-Do List

You can monitor your progress using this handy checklist

Tip Shred or destroy your remaining unused checks, deposit slips, and debit cards. **This will help prevent the accidental use of your old account.**

✓ Task

Open Business Checking Account

Order Checks & Deposit Forms

Enroll in Online Banking

Activate UB Business Debit

Update Info With Payroll Company

Update Info With Merchant Services Processor

Switch All Automatic Drafts, Deposits and Transfers

<input type="checkbox"/>	Company Name
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Update Info with Financial Services Providers

<input type="checkbox"/>	Company / Individual Name
<input type="checkbox"/>	
<input type="checkbox"/>	

Update Info with Key Consultants

<input type="checkbox"/>	Company / Individual Name
<input type="checkbox"/>	
<input type="checkbox"/>	

COMPLETE LAST

Verify All Old Checks Cleared

Destroy Old Checks and Debit Cards

Close Old Accounts

Congratulations! You have successfully moved over to UB business checking. Contact **800.423.7026** if you have questions.

Switching Worksheet

Use this worksheet to compile the information you need to switch automatic transactions and close your old account.



You'll need to have the following information handy when adding payees in online banking: **biller name, billing address, phone number, and your account number.**

Your New UB Business Checking Account Information

New UB Account # _____

New UB Routing # _____

New UB Business Debit Card # _____



Complete within 30 days to minimize interruptions

Recurring Payments **To Your Account** (Credits)

Company/Payer	Account #	Next Scheduled Payment Date	Amount	Date Payer Notified	First Payment Date to New UB Account

Recurring Payments **From Your Account** (Debits)

Company/Payer	Account #	Next Scheduled Payment Date	Amount	Date Payee Notified	New Payment Method (check, debit, credit, online payment)

Payroll Funding Accounts to Switch

Payroll provider	Date notified	Status



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Switching Worksheet (cont)

Switch Merchant Services Account

Merchant Services Processor	Date Notified	Status

Update Account Information with Financial Services Providers and Other Professionals

Partner/Consultant	Date Notified	Status

Outstanding Checks from Old Account

Check Payable To	Amount	Bank/Account Written From	Date Cleared

Old Account/Accounts to Close

Bank Name	Routing # (9 digits)	Account Type	Account #	Date Closed



Switching Forms

These forms will make the switching process easier for you. Make sure you complete all the required information and sign the form before you mail it to the recipient.

Automatic Payment Cancel Form - pg 7

Use this to cancel automatic payments from your account. These could include utility, loan, vendor and subscription payments.

Automatic Payment Switch Form - pg 8

Use this form to switch automatic payments from your old account to your new United Bank account. These could include utility, loan, vendor and subscription payments.

Financial Partner Notification Form - pg 9

This form can be used to update your account information with financial services providers and other professionals such as bookkeepers, accountants, attorneys, payroll companies and merchant services providers.

Account Closing Request Form - pg 10

This form can be used to close your old business banking account after you are certain all items have cleared and automatic transactions switched to your new account.

Please be aware that the institutions, organizations and individuals you are notifying might require additional information or that the request be made in person.

Tip

Keep all sensitive information secure and consider shredding any printouts when you complete the process. Caution should be taken when transmitting documentation via email.



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Request to Cancel an Automatic Payment

Date	Bank Name	Address		
		City	St	Zip

RE: CANCELLATION OF AUTOMATIC PAYMENT

Account #: _____

I am withdrawing my authorization for you to deduct any automatic payments that are currently set up for the account number above.

Please change your records, effective immediately, so that my electronic payments to you are stopped from the account below:

Bank Name	Account #	Routing #	Payment Amount

If you have any questions regarding this request, please contact me at the phone number below.

Thank you for your assistance.

Customer Name	Address		
Phone	City	St	Zip



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Request to Switch an Automatic Payment

Date	Organization Name	Address		
		City	St	Zip

RE: BANK CHANGE FOR AUTOMATIC PAYMENTS

Account #: _____

I currently have my electronic payment(s) deducted from the following account:

Bank Name	Account #	Routing #
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please change your records, effective immediately, so that my electronic payment(s) are now deducted from my UB Bank account.

Bank Name	Account #	Routing #	Payment Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have any questions regarding this request, please contact me at the phone number below.

Thank you for your assistance.

Customer Name	Address		
Phone	City	St	Zip



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Financial Services Partner Notification

Date	Financial Services Partner	Address		
		City	St	Zip

RE: NOTIFICATION OF BUSINESS CHECKING ACCOUNT CHANGE

FOR: _____

This letter is being sent to notify you of the company's recent transition to United Bank. Please update your records, effective immediately, so that all activities are now directed to our new United Bank account.

Former Account Information:

Bank Name	Account #	Routing #
<input type="text"/>	<input type="text"/>	<input type="text"/>

New United Bank Account Information:

Account #	Routing #
<input type="text"/>	<input type="text"/>

If you have any questions regarding this request, please contact me at the phone number below.

Thank you for your assistance.

Customer Name	Address		
Phone	City	St	Zip



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Account Closing Request

To	From

Re: Request to Close Accounts _____ Date _____

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared, and I have stopped all automatic debits and credits to my account.

Please close the following account(s):

Checking Account #	
Authorized Signer	
Authorized Signer	

Checking Account #	
Authorized Signer	
Authorized Signer	

Checking Account #	
Authorized Signer	
Authorized Signer	

Savings/Money Market Account #	
Authorized Signer	
Authorized Signer	

Please issue a check for any remaining balances and send it to my attention at the following name and address:

Full Name		
Address		
City	St	Zip

Your prompt attention to this matter will be greatly appreciated.

Thank you.



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