

# Business Switch Kit

It's easy to make the switch to Minnesota Bank & Trust. Our Business Switch Kit provides the useful information and tools you need. So let's get started. Just follow the five steps outlined below.

1. Visit Minnesota Bank & Trust. Any banker will be glad to help you through the account opening process. Make sure you bring the following:
  - Your business license
  - Incorporation papers (if applicable)
  - Tax Identification or SSN
  - Driver's license
2. Discontinue using your old account. It could take up to two statement cycles for all your outstanding checks and items to clear. In the meantime, go ahead and destroy any unused checks, deposit slips, ATM cards and debit cards.
3. Change automatic withdrawals and deposits. Use Attachment A to change any automatic withdrawals or payments. Use Attachment B to change any automatic deposits. Don't forget those accounts that might use your debit card number, as well as merchant services transactions, insurance payments, or loan payments.
4. Change accounts for payroll processing. Send Attachment C to your payroll provider so they can begin processing your payroll from your new Minnesota Bank & Trust account.
5. Close your old business checking account. You do not have to go to the bank to close your old business checking account. After all checks and debit items are cleared, simply complete and send Attachment D to your former bank and your account will be closed. If there is a remaining balance, they should send you a check at your request.  
It's that easy!

## Please close my business checking account

\_\_\_\_\_

Date

\_\_\_\_\_

Financial Institution Name

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_

Re: (Account Number)

To Whom It May Concern:

Effective \_\_\_\_\_ (date), please close the following business checking account #: \_\_\_\_\_  
and send a check for the remaining balance to the address below.

If you have any questions, please let me know. Thank you. Phone \_\_\_\_\_

Sincerely,

\_\_\_\_\_

Signature - Primary Signer

\_\_\_\_\_

Name (please print) / Title

\_\_\_\_\_

Signature - Secondary Signer

\_\_\_\_\_

Name (please print) / Title

\_\_\_\_\_

Company Name

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

This form should be used as  
a template for your letters.

## Please change accounts for payroll processing

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Re: (Account Number)

To Whom It May Concern:

I've recently changed banks. I have chosen Minnesota Bank & Trust to be my new business banking partner.

Effective \_\_\_\_\_ (date), please stop processing my payroll from

\_\_\_\_\_  
Former Bank

\_\_\_\_\_  
Routing Number Account Number

Effective \_\_\_\_\_ (date), please start using my new Minnesota Bank & Trust account for processing my company's payroll.

091018302  
\_\_\_\_\_  
Minnesota Bank & Trust Routing Number Minnesota Bank & Trust Account Number

If you have any questions, please let me know. Thank you. Phone \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature - Primary Signer

\_\_\_\_\_  
Name (please print) / Title

\_\_\_\_\_  
Signature - Secondary Signer

\_\_\_\_\_  
Name (please print) / Title

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

\_\_\_\_\_  
Address

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

## Please change accounts for automatic deposits

\_\_\_\_\_

Date

\_\_\_\_\_

Company Name

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip

To Whom It May Concern:

I've recently changed banks. I have chosen Minnesota Bank & Trust to be my new business banking partner.

You are currently depositing \$\_\_\_\_\_ into the following bank account:

\_\_\_\_\_

Former Bank

\_\_\_\_\_

Routing Number

Account Number

\_\_\_\_\_

For (payment or reason)

On (day of month)

Effective \_\_\_\_\_ (date), please stop making this deposit into the above account and start making this deposit into my new Minnesota Bank & Trust account.

091018302

\_\_\_\_\_

Minnesota Bank &amp; Trust Routing Number

Minnesota Bank &amp; Trust Account Number

\_\_\_\_\_

For (payment or reason)

On (day of month)

If you have any questions, please let me know. Thank you. Phone \_\_\_\_\_

Sincerely,

\_\_\_\_\_

Signature - Primary Signer

\_\_\_\_\_

Name (please print) / Title

\_\_\_\_\_

Signature - Secondary Signer

\_\_\_\_\_

Name (please print) / Title

\_\_\_\_\_

Company Name

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip



Attachment A

## Please change accounts for automatic withdrawal

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address

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

To Whom It May Concern:

I've recently changed banks. I have chosen Minnesota Bank & Trust to be my new business banking partner.

You are currently withdrawing \$\_\_\_\_\_ from the following bank account:

\_\_\_\_\_  
Former Bank

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
For (payment or reason)

\_\_\_\_\_  
On (day of month)

Effective \_\_\_\_\_ (date) please stop making this withdrawal from the above account and start making this withdrawal from my new Minnesota Bank & Trust account.

091018302

\_\_\_\_\_  
Minnesota Bank & Trust Routing Number

\_\_\_\_\_  
Minnesota Bank & Trust Account Number

\_\_\_\_\_  
For (payment or reason)

\_\_\_\_\_  
On (day of month)

If you have any questions, please let me know. Thank you. Phone \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature - Primary Signer

\_\_\_\_\_  
Name (please print) / Title

\_\_\_\_\_  
Signature - Secondary Signer

\_\_\_\_\_  
Name (please print) / Title

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

\_\_\_\_\_  
Address

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

This form should be used as a template for your letters.

## Helpful Information

### Get Prepared

Identify automatic deposits and deductions you'll be switching to Minnesota Bank & Trust. If you have not already opened an account, please visit our office.

- Automatic Deposits  
These are recurring payments automatically deposited into your account on a regular basis.
- Automatic Deductions  
These are recurring payments automatically withdrawn from your account on a regular basis.
- ABA Routing Number  
This is the first group of nine numbers found at the bottom left side of a check.

### Checks & Balances

Balance your old account to determine the amount needed to cover outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

- Get up-to-date  
Use all receipts and your check register to identify items not yet on your statement.
- Remember, don't close your former account immediately  
It may take up to two statement cycles for all outstanding items to clear.

### Automatic Deposits

Instruct companies to direct recurring automatic deposits into your new Minnesota Bank & Trust account.

- Track Your Request  
To confirm your automatic deposits are being deposited into your new Minnesota Bank & Trust account, check your statement; sign up and log onto your Business Online Banking account at [www.mnbankandtrust.com](http://www.mnbankandtrust.com); or call 952.841.9300 or toll-free 888.512.6268.
- Follow Up  
Automatic deposits should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your Minnesota Bank & Trust account. If you don't see the deposit by this time, please contact the company making the deposit.

### Automatic Withdrawals

Inform companies to have payments automatically deducted from your new Minnesota Bank & Trust account.

- Track Your Request  
To confirm your automatic deductions are being withdrawn from your Minnesota Bank & Trust account, check your Minnesota Bank & Trust statement; sign up and log onto your Business OnLine Access account at [www.mnbankandtrust.com](http://www.mnbankandtrust.com); or call 952.841.9300 or toll-free 888.512.6268.
- Follow Up  
Automatic deductions should take effect within two withdrawal periods. Keep your old account open until all automatic deductions have been switched to your new Minnesota Bank & Trust account. If you don't see the withdrawal by this time, please contact the company making the withdrawal.