

Midwest BankCentre Switch Kit for Business Accounts

introduction

Everything you need to easily change banks.

Changing banks can seem like an almost insurmountable task: moving your Auto Deposit, changing your direct debit items, setting up new bill pay accounts. That's why Midwest BankCentre has designed this Business Switch Kit to make changing banks as simple as possible. We've provided a Changing Banks Checklist and an Auto Deposit/Auto-Payment Checklist to make this process even easier! Make the switch to a local, community bank today.

Only three forms: It's really easy!

Changing your Auto Deposit? No problem. Changing automatic payments? No problem. Our Business Switch Kit includes easy-to-complete forms that help you switch your auto-payments and auto deposits. We'll even help you complete paperwork and mail it in.

First: Open the Midwest BankCentre checking account that fits your business.

Visit any Midwest BankCentre location to open a business checking account and request your debit card (if desired). During your visit, we'll work with you to complete the necessary forms. We can even schedule a subsequent visit to the bank to help you set up your online banking account.

Second: Change/set up your Auto Deposits.

We'll work with you to complete the necessary paperwork to switch or start your auto deposit transactions. Just complete the Business Auto Deposit Change Request Form.

Third: Change any automatic debit payments.

Provide us with a copy of your last bank statement, and we'll decipher the text to identify the direct payment transactions. Then, we'll work with you to complete a Business Auto-Payment Authorization Form for each company that debits your account, alerting them to the change and asking them to re-direct the debit to your new account. If you would like to use Online Bill Pay, we'll work with you to set up this easy-to-use service.

Fourth: Close your old account.

Once all your deposits and auto-payments are switched to Midwest BankCentre, you're ready to close the old account. Just complete the Business Account Closing Authorization Form and mail it to your previous bank.

Remember, our friendly team members are ready to assist you in the completion of any of these forms. However, if you prefer to complete the paperwork in the privacy of your own office, feel free to do so. Just complete the necessary forms and mail!



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changing banks checklist

When you use the Midwest BankCentre Business Switch Kit, changing banks is easy. This handy checklist will help you track your progress. Simply check the box next to the items you've completed:

- Open your new Midwest BankCentre business checking and/or savings account and make your initial deposit.
- Sign up for Net Teller and Online Bill Pay so that you can manage the company's funds and pay bills through your new Midwest BankCentre business checking account.
- Make certain enough funds are available in your "old" account (at your previous financial institution) to cover any automatic payments that may have not yet been transferred and to also cover any checks that may not have cleared that account.
- Send written notice to your auto deposit vendors alerting them to send auto deposits to your new Midwest BankCentre account. Be sure to use the Midwest BankCentre Business Auto Deposit Authorization form to assist in this process.
- Send written notice to the vendors who directly debit your account for payments (utilities, insurance, etc.) alerting them that you have closed your "old" account. Use the Midwest BankCentre Business Auto-Payment Change Request form to assist in this process.
- Confirm all direct debits have stopped on the "old" account.
- Confirm all checks have cleared the "old" account.
- Send written notice to your previous financial institution to close the old account. Use the Business Account Closing Authorization form.
- Set up payees in Bill Pay and create a payment schedule that works best for your company! Use our Midwest BankCentre Payee Checklist to ensure you don't miss a payment.



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auto-payment authorization

Change **New**

Complete a separate form for each automatic payment. You may photocopy this form.

Business Customer Information:

Business Name:	Date:
Address:	
City, State, Zip	Telephone:

Vendor/Payee Information: (complete as much as possible):

Vendor Name:	Your Account Number with this vendor:
Address:	
City, State, Zip	Telephone:

New Bank Information:

Midwest BankCentre
2191 Lemay Ferry Road
St. Louis, MO 63125
ABA/Routing #: 081000676

New Account Number: _____ Checking Savings

Effective immediately, I/we authorize the above referenced Vendor/Payee and Midwest BankCentre to initiate entries to the company's checking/savings account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request in a reasonable amount of time to act.

Authorized Signer: _____

Authorized Signer Name (please print): _____

Include a voided check or deposit ticket with this form when sending to vendor/payee.



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account closing authorization form

To: Current Financial Institution

From: Business Customer Information

Business Name:	Date:
Address:	
City, State, Zip	Telephone:
Accounts (list account numbers and select the account type – checking, savings, etc.)	
Account #: _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other
Account #: _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other
Account #: _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Other

I/we hereby authorize the closure of the above listed account(s). Please mail any funds remaining in these accounts to:

- The business, at the above address
- Midwest BankCentre
2191 Lemay Ferry Road
St. Louis, MO 63125

Midwest BankCentre account number to be credited: _____
(Please reference my Midwest BankCentre account number on the check.)

- If applicable, please discontinue the company's Bill Pay service
- If applicable, please cancel the company's debit card(s) and/or ATM card(s)

Authorized Signer: _____

Authorized Signer Name (please print): _____

Note: prior to sending this Business Account Closing Authorization Form, please review your Midwest BankCentre statement to ensure all your automatic payments and auto deposits have been switched to your new Midwest BankCentre business account.



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additional copies

Please feel free to make additional copies of all necessary forms. While we recommend using Online Bill Pay in place of auto-debits, we have included the Auto-Payment Change Request form for your convenience.

If you have any questions about these forms, please contact your Complete Banker or contact our Customer Service Specialists at (314) 631-5500.



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