

MIDWEST BANKCENTRE BUSINESS SWITCH KIT

Everything you need to easily change banks is right here.

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 we have designed this Business Switch Kit to make changing banks as simple as possible. We've provided all the forms you need to make this process even easier! Make the switch to a local, community bank today.

Only four steps: It's that easy!

We'll even help you complete the paperwork and mail it in.

- 1. Open the Midwest BankCentre checking account that fits your needs*.**
 - Visit any of our locations to open a business checking account. To sign up for Online Banking, Mobile Banking and Bill Pay, email our Cash Management Team at cmgmt@midwestbankcentre.com.
- 2. Change/set up your direct deposits.**
 - Complete the *Business Auto Deposit Change Request Form* for each company that directly deposits funds into your account.
- 3. Change any automatic debit payments.**
 - Complete the *Business Auto-Payment Authorization Form* for each company you authorize to automatically debit your account.
- 4. Close your old account.**
 - Complete the *Business Account Closing Authorization Form* and mail it to your previous bank or credit union.

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 yourself, just complete all of the necessary forms and drop them in the mail!

*All accounts are verified by ChexSystems and by proper identification of the account applicant.

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Changing Banks Checklist

When you use our Switch Kit, changing banks is easy. This handy checklist will help you track your progress:

- ❑ Open your new Midwest BankCentre business checking and/or savings account and make your initial deposit.
- ❑ Sign up for Online Banking, Mobile Banking and Bill Pay so that you can control when you pay your bills through your new Midwest BankCentre checking account.
- ❑ Make certain enough funds are available in your “old” account (at your previous bank or credit union) to cover any automatic payments that may have not been transferred yet and to cover any checks that may not have cleared that account.
- ❑ Send written notice to your direct deposit vendors alerting them to send deposits to your new Midwest BankCentre account. Be sure to use the *Business Auto Deposit Authorization Form* to assist in this process.
- ❑ Send written notice to the vendors who automatically debit your account for payments (utilities, insurance, etc.) alerting them that you have closed your “old” account. Use the *Business Auto-Payment Change Request Form* to assist in this process.
- ❑ Confirm all direct debits have stopped on your “old” account.
- ❑ Confirm all checks have cleared your “old” account.
- ❑ Send written notice to your previous bank or credit union to close your old account. Use the *Business Account Closing Authorization Form*.

Set up your payees in Bill Pay and create a payment schedule that works best for your company! Use our *Payee Checklist* to ensure you don't miss a payment.

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Auto Deposit/ Auto Payment Checklist

Deposits	Company Name/Address	Account Number	Phone (optional)	MBC use only
Auto-Payments	Company Name/Address	Account Number	Phone (optional)	MBC use only
Facility Rent				
Business Vehicle				
Business Vehicle				
Insurance				
Insurance				
Telephone				
Cell Phone				
Electricity				
Gas				
Water				
Other				
Other				
Other				

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Auto Deposit Change Request Form

Change New

Company Information

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

Business Information (Employee/recipient of direct deposit)

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

I have closed my:

Checking Account # _____ Savings Account # _____

at _____, located at _____.
(name of previous financial institution) (address)

I hereby authorize the transfer of my auto deposit to my new bank, Midwest BankCentre, and submit this letter as written notification.

Please begin sending the deposit(s) directly to:

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

Deposit instructions:

- Please deposit entire amount into checking account # _____.
- Please deposit \$_____ into savings account # _____ and the remainder to checking account # _____.

I authorize:

- Above listed entity to initiate deposit of my funds to my Midwest BankCentre account(s).
- Midwest BankCentre to credit entries to my account(s).
- This notice to remain in effect until I send written notice of change or cancellation.

 Authorized Signer

 Signature Date

 Authorized Signer Name (please print)

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Auto Payment Authorization Form

Change New

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

Business Customer Information:

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

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

Vendor Name:	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 my 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.

Signature: _____

Second Signature, if applicable: _____

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 Bank or Credit Union

From: 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 my Bill Pay service
- If applicable, please cancel my debit card and/or ATM card

Primary account holder signature: _____

Authorized Signer: _____

Authorized Signer Name (please print): _____

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

If you have any questions about these forms, please contact Cash Management:

- + Jennifer Kulich | SVP, Cash Management
(314) 544-8555
jkulich@midwestbankcentre.com
- + Jami Waldron | VP, Cash Management
(314) 544-8515
jwaldron@midwestbankcentre.com