



*SWITCH*KIT

BY **CENTRAL**
BANK 

BUSINESS

SWITCHING TO CENTRAL BANK

Every day more people are switching to Central Bank for their banking relationship. The customers that come to us enjoy many benefits like: friendly one-on-one service, lower fees, improved convenience and a more streamlined process with both their personal and business accounts.

Change doesn't have to be difficult, allow us to help assist you in making it an easy transition to switch over to Central Bank, The Home of Star Service.

Contact us today so we can guide you through the simple process of switching to Central Bank. The process begins when you open a new account with Central Bank today. Once established, your direct deposits and automatic payees can be authorized to initiate direct deposits and/or automatic payments to your account(s).

Automatic Payments for recurring payments such as utility bills, insurance premiums or other monthly expenses are also very popular. You may establish or switch an automatic payment from your new account, and we can assist you in this process.

Switching banks does not have to be complicated. The small town bank in the big city. We are here when you need us.

1. Getting Started Complete the Business Account Information worksheet to provide information about your Business and the delegated signers for the account. You will need to bring the following items with you to open your business operations checking account at Central Bank:

- Business Account Organizing Documents
- EIN #
- 2 forms of Identification for each signer- a Driver's License and one additional form of identification.

2. Direct Deposits (Transfer Existing or Establish New)

Direct Deposit can save time and allow easy access to accomplish the work you need to focus on. Knowing that your funds have arrived safely and on time gives you peace of mind.

If you are transferring the direct deposit of your pay from your old checking account or setting it up for the first time, complete the DIRECT DEPOSIT AUTHORIZATION FORM and give it to your contact. To establish or transfer direct deposit or other income sources, alternate forms may be required. The initial direct deposit may not occur immediately, so please allow sufficient time for funds to be deposited into your new personal checking account before closing your old account.

3. Automatic Payments (Transfer Existing or Establish New) Automatic payments are a simple and convenient alternative to writing checks. No more stamps, no need to write checks and no trips to the post office. You may have recurring bills like insurance payments, car payments and gym memberships automatically deducted from your Central Bank Business Operations Account. Simply complete the AUTOMATIC PAYMENT REQUEST and provide the information to the company you want to pay. Please allow sufficient time for your first automatic bill payment to be activated against your Business checking account.

4. Close Your Old Account Once you have confirmed that your direct deposit has been credited to your new checking account and/or automatic bill payments have been deducted from your new personal checking account, you should:

- Make sure all outstanding checks have cleared. Close your old account. Visit the bank and do this in person or complete the Account Closing Request and mail it in.
- Destroy all remaining checks, deposit tickets, ATM and debit cards from your old account.

Business Account Information

Sole Proprietor _____ Partnership _____ Corporation* _____ L.L.C.* _____

Business Name

Physical Address Street City State Zip

Mailing Address Street/PO Box City State Zip

Tax Payer I.D. #

Business Phone

Opening Deposit Amount \$ _____

Signer: First

Last

Social Security #

Title

Date of Birth

Home Address

Home Phone

Signer: First

Last

Social Security #

Title

Date of Birth

Home Address

Home Phone

Additional information may be required to open the account and proof of address (by electric bill ect) may be required.