



Switching your business to Exchange Bank is easy!

5 easy steps...

Step 1

Open an Exchange Bank checking account.

We have many business account plans to fit your needs. Talk to a Personal Banker to decide which account is right for you.

Step 2

Change your Payroll processing to your new Exchange Bank account.

Complete the enclosed Payroll Processing Change Form.

Step 3

Change any Direct Deposit you currently have.

Complete the Direct Deposit Change Request Form for any direct deposit provider (merchant card deposits, etc.) to notify them of the change in your banking relationship and provide them with your new account information.

Step 4

Change any automatic payments or withdrawals.

Complete the Automatic Payment Change Form for any service provider who automatically deducts your payments from your checking account to notify them (utilities, insurance companies, etc.) of your change in banking relationship and provide them with your new account information.

Step 5

Close your account at your former financial institution.

Complete the enclosed Close Account Form notifying the other financial institution that you are closing your account and requesting the balance of the account to be sent to Exchange Bank.

Please bring all your completed forms to any Exchange Bank location or mail them to:

Exchange Bank
Attention: Customer Care Team
P.O. Box 403
Santa Rosa, CA 95402

That's it, your part is done. Now sit back and we'll do the rest!

Your Personal Banker will notify you when your deposits and automatic payments post to your new account.



Switching your business to Exchange Bank is easy!

Payroll Processing Change Request

To: Company/Organization Name _____

Company Address _____

City _____ State _____ Zip _____

From: Company/Organization Name _____

Company Address _____

City _____ State _____ Zip _____

To Whom it may concern:

You are currently processing my company's payroll and I have changed banks.

Effective ____ / ____ / ____ please stop processing my payroll from:

Former Financial Institution

Routing number

Account number

Effective ____ / ____ / ____, please begin using my new Exchange Bank account for processing my company's payroll.

Exchange Bank – Routing number: **121101985** Account number _____

If you have any questions regarding this request, please contact me during the **day/evening** (circle one): _____ - _____ - _____

Signature

Date

Printed name

Title



Switching your business to Exchange Bank is easy!

Direct Deposit Change Request

(Please print)

Name of Service Provider _____

Service Provider Address _____

City _____ State _____ Zip _____

Account # _____

Effective immediately, I authorize direct deposit to my new account at Exchange Bank.

Exchange Bank, Routing Number: **121101985**

Checking Savings

Exchange Bank Account # _____

If you have any questions regarding this request,

please contact me during the **day/evening** (circle one) at: _____ - _____ - _____

Thank you,

Account Holder Signature

Date

Check with your service provider. Some companies may require you to complete their own form for regular electronic payments.



Switching your business to Exchange Bank is easy!

Automatic Payment Change

(Please print)

Name of Payee/Merchant _____

Payee/Merchant Address _____

City _____ State _____ Zip _____

Account # _____ Amount of Payment \$ _____

Payee/Merchant Phone # _____ Date of Payment _____

I hereby authorize and request that my electronic payment from:

Account # _____ at (financial institution) _____

be changed to: Exchange Bank, Routing Number: **121101985**

Checking Savings

Exchange Bank Account # _____

I authorize this change in electronic payment effective as of _____

If you have any questions regarding this request,

please contact me during the **day/evening** (circle one) at: _____ - _____ - _____

Thank you,

Account Holder Signature

Date

Check with your service provider. Some companies may require you to complete their own form for regular electronic payments.



Switching your business to Exchange Bank is easy!

Account Closure Request form

(Please print)

Account Information

To: Bank Name _____

From: Company Name _____

Signer Name _____

Company Address _____

City _____ State _____ Zip _____

To Whom it may concern:

Please accept this letter as authorization to close the following account(s) with your financial institution.

Account number _____ Type _____

Account number _____ Type _____

Account number _____ Type _____

Please send a cashiers check for the remaining balance(s) to:

Exchange Bank
Attn: Customer Care Team
444 Aviation Blvd.
Santa Rosa, CA 95403

Please make the check payable to Exchange Bank and note on the check that it is for deposit to my

Exchange Bank Account number _____

Thank you,

Account Owner's Signature

Date



Switching your business to Exchange Bank is easy!

What other services can we switch to your new Business Account at Exchange Bank?

Please check other accounts and services you are interested in:

- Remote Deposit Capture
- Merchant Credit Card Services
- Online Banking and Bill Pay
- Business VISA/MasterCard
- Treasury Tax Payments
- Sweep Account
- Trust & Investment Services (401K Plans)

Business Credit:

Loan purpose: Business Personal

Type of loan you are interested in:

- Line of Credit
- Lease Financing
- Term Loan
- Real Estate Loan
- SBA Loan

Loan amount: \$ _____

Please contact me during the **day/evening** (circle one) _____ - _____ - _____

Or by email at: _____

Printed name

Date