

Business Switch Kit



We know your time is valuable. We've created this simple switch kit to make your transition to Bank of Tennessee fast and easy. Just follow these simple instructions to get started.



Open a new business checking account. [Click here to find a Relationship Manager near you.](#)

TIP: Inform your key professionals, such as your accountant, bookkeeper, attorney, insurance agency of your switch, providing information about your new account as appropriate for their needs.



Discontinue the use of your old account. Keep your account open and appropriately funded until all outstanding checks have cleared and your automatic payments and transactions have switched to Bank of Tennessee. Destroy any ATM, check card, unused checks or deposit slips.



Transfer your automatic transactions to Bank of Tennessee. Contact your vendors or merchants who may send automatic payments to your old account and notify them of your new Bank of Tennessee routing and account number. (Example: Credit Card Processor)



Change your automatic payments. Use the 'Automatic Payment Change' form to change any withdrawals or payments that are automatically made from your old account. (Examples: Utility bills, tax and vendor payments) Don't forget to contact the companies that may be using your debit card information and provide your new card number.



Close your old account. Now that your checks have cleared, and you've changed your automatic transactions and payments, there's only one more thing to do. Use the 'Request to Close Accounts' form to let your old bank know you've found someone else.

If you have any questions or need assistance, please contact us at 866.378.9500, stop by any branch location or send us an email and we'll be glad to help.

AUTOMATIC PAYMENT CHANGE

Attention: (Merchant or Vendor Name) Merchant or Vendor Account Number Date

Merchant or Vendor Address City/State/Zip Phone

Please accept this as notification that I have established a new checking account. Currently, you are authorized to receive automatic payments from my existing account, which I am closing.

Previous Bank Name Previous Routing Number Previous Account Number

I am authorizing you to establish automatic payments from my new Bank of Tennessee account. I've listed the relevant account information below.

New Routing Number New Account Number

Please contact me if needed to process this request.

Business Name Federal Tax Identification Number

Address City/State/ZIP Phone

Authorized Signer (please print) Authorized Signature

ATTACH VOIDED CHECK HERE

REQUEST TO CLOSE ACCOUNTS

Attention: (Bank Name)

Date

Bank Address

City/State/Zip

Phone

Please accept this notification as my written authorization to close the following account(s) at your financial institution.

Account Number

Type of Account (Checking, Savings etc)

Account Number

Type of Account (Checking, Savings etc)

Account Number

Type of Account (Checking, Savings etc)

Please issue a check for the remaining balance and send it to my attention at the below address. Please contact me if needed to process this request. Thank you!

Business Name

Federal Tax Identification Number

Address

City/State/ZIP

Phone

Authorized Signer (please print)

Authorized Signature

SWITCH KIT CHECKLIST

Recurring payments to your account (credits)

Make sure your cash flow isn't interrupted by notifying any party that sends you automatic payments of your new account information.

	Company/Payer	Account Number	Next Payment	Amount	Date Contacted	Completed
AUTOPAY IN	Vendor	1522632-01	08/10/2016	\$247.99	07/20/16	✓
AUTOPAY IN	Merchant Services					
AUTOPAY IN						

Recurring payments from your account (debits)

Are you saving time by scheduling recurring payments using your checking account? Provide your service providers your new checking account information and make sure the account is properly funded to avoid service interruptions.

	Company/Payee	Account Number	Next Payment	Amount	Date Contacted	Completed
AUTOPAY OUT	Insurance	68549-2	08/22/2016	\$189.44	07/20/16	✓
AUTOPAY OUT	Lease					
AUTOPAY OUT						

Payroll funding accounts to switch

Supply your new account information to your company's payroll provider to ensure payroll is funded from the correct account.

	Company	Date Contacted	Completed
PAYROLL PROVIDER		07/20/16	✓

Save time and money with Payroll Solutions from Bank of Tennessee, Contact your Relationship Manager for details.



SWITCH KIT CHECKLIST

Merchant Services accounts to switch

Be sure to update your Merchant Services Provider with your new account information to ensure your card processing transactions are deposited into the correct account.

	Company	Date Contacted	Completed
MERCHANT SERVICES		07/20/16	✓

Learn More about our Merchant Services, contact your Relationship Manager for more details.

Outstanding Checks to Clear

Make sure all outstanding checks have cleared your old accounts before you close them. Save time writing checks by setting up automatic payments on your new account.

	Payable To:	Amount	Check Number	Bank Drawn On	Date Cleared
CHECK	Utility Company	\$451.22	10956	Old Bank	
CHECK	Lease				

Financial Partners to update

Make sure anyone that may be affected by your new account is notified, such as your attorney, bookkeeper, accountant, etc

	Partner	Date Contacted	Completed
CONSULTANT	Bookkeeper	07/20/16	✓
CONSULTANT			

Close your old account(s)

Review your statements to make sure all your outstanding checks, recurring payments, and card purchases have cleared,

	Bank Name	Routing Number	Account Number	Account Type
PREVIOUS BANK	Old Bank	123456789	12345	Checking
PREVIOUS BANK				

SWITCH KIT CHECKLIST

Tasks

We want your transition to Bank of Tennessee to be simple. Keep your progress organized by checking off items as you complete them.

Relationship Manager Name

Office Number

Cell Number

Relationship Manager Assistant Name

Office Number

New Account

- | | |
|--|---|
| <input type="checkbox"/> Bank of Tennessee Business Account Opened | <input type="checkbox"/> Bank of Tennessee Business Credit Card Activated |
| <input type="checkbox"/> Debit Card Activated | <input type="checkbox"/> Credit Card Balance Transfer Requested |
| <input type="checkbox"/> Checks Ordered | <input type="checkbox"/> Business Online Banking Set Up |
| <input type="checkbox"/> Deposit Materials Ordered | <input type="checkbox"/> Enrolled in E-Statements |

Switched, Cleared & Closed

- | | |
|--|--|
| <input type="checkbox"/> Automatic Deposits Switched | <input type="checkbox"/> Merchant Services Provider Notified or Switched |
| <input type="checkbox"/> Automatic Debits Switched | <input type="checkbox"/> Financial Partners Switched |
| <input type="checkbox"/> Payroll Provider Notified or Switched | <input type="checkbox"/> Key Consultants Switched |
| <input type="checkbox"/> Destroyed old Checks, ATM/Debit Cards | <input type="checkbox"/> Old Account(s) Closed |
| <input type="checkbox"/> All Checks Cleared | |

Treasury Service Information Requested

- | | |
|--|---|
| <input type="checkbox"/> Receivable Solutions | <input type="checkbox"/> Payable Solutions |
| <input type="checkbox"/> Information Reporting | <input type="checkbox"/> Protecting Your Business |