



U.S. Bank Business EZ Switch Kit

Thank you for choosing U.S. Bank. Our business EZ Switch Kit is designed to assist with transitioning your activity seamlessly. Simply follow the five easy steps below to complete your transfer to U.S. Bank.

Step 1 Open a new business checking account.

Tip: Write down the routing number and your new business checking account number. You will need this information to change your automatic payments and direct deposits from your old account to your new U.S. Bank Account.

Step 2 Stop using your old business checking account.

Tip: Keep the account open until all outstanding checks have cleared and your automatic payments and transactions have been switched over to your new U.S. Bank account.

Step 3 Transfer your automatic transactions to U.S. Bank.

Tip: Contact your vendors and merchants who may send automatic payments to your old account and notify them of the new U.S. Bank routing and account number.

Step 4 Switch your automatic payments.

Payments such as dues, utility bills and vendor payments that are automatically debited from your account will need to be notified of the new U.S. Bank account.

Tip: Have your new checking account number and routing transit number handy when you call to switch. If they require written notification, included are our easy Automatic Payments Change Forms to assist with your switch.

Step 5 Close your old business account.

Once all your checks have cleared and your automatic payments and direct deposits are successfully being deducted or credited from your new U.S. Bank account, close your old account. The included *Request to Close Account Form* can be used to notify your old bank.

Tip: If you have old checks, bring them to any U.S. Bank location and we can securely shred or destroy the old inventory and order new deposit materials.

For more information please visit usbank.com or contact your local branch.

It's that easy!

All of  serving you™

 **usbank**®

Automatic Payment Change Form

To: _____ From: _____

Subject: Automatic Payment Change For My Account: _____
(Include account number or description)

Please accept this memo as notification that I have established a new checking or savings account with U.S. Bank. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new U.S. Bank account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from my new U.S. Bank account. Attached you will find a voided check from my new U.S. Bank checking account. (Not necessary to attach documents for new savings account.)

U.S. Bank Account # _____ U.S. Bank Routing # _____ Checking Savings

Authorized Signature: _____ Date: _____

Print Name _____ Title _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Federal Tax Identification Number _____

at U.S. Bank's _____ Branch. Branch Phone # _____ Branch Fax # _____

If this form is not sufficient to establish automatic payments from my new checking account, please contact me and send me a copy of your company form for my signature.

Attach Voided Check Here
From New U.S. Bank Checking Account

Automatic Payment Change Form

To: _____ From: _____

Subject: Automatic Payment Change For My Account: _____
(Include account number or description)

Please accept this memo as notification that I have established a new checking or savings account with U.S. Bank. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new U.S. Bank account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from my new U.S. Bank account. Attached you will find a voided check from my new U.S. Bank checking account. (Not necessary to attach documents for new savings account.)

U.S. Bank Account # _____ U.S. Bank Routing # _____ Checking Savings

Authorized Signature: _____ Date: _____

Print Name _____ Title _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Federal Tax Identification Number _____

at U.S. Bank's _____ Branch. Branch Phone # _____ Branch Fax # _____

If this form is not sufficient to establish automatic payments from my new checking account, please contact me and send me a copy of your company form for my signature.

Attach Voided Check Here
From New U.S. Bank Checking Account

Request to Close Account(s)

To: _____

From: _____

Re: Request to Close Account(s) _____ Date: _____

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all automatic debits and credits to my account.

Please issue a check for any remaining balance and send it to my attention at the following address:

Please close the following account(s):

Checking Account # _____

Authorized Signer _____

Authorized Signer _____

Savings/Money Market Account # _____

Authorized Signer _____

Authorized Signer _____

Business Check Card _____

Authorized Signer _____

Authorized Signer _____

Business Credit Card _____

Authorized Signer _____

Authorized Signer _____

Your prompt attention to this matter will be greatly appreciated.

Thank you.

U.S. Bank EZ Switch Guide

Use this checklist to organize all account activity and ensure a smooth transition.
This form is for your organization and reference.
There is no need to distribute.

U.S. Bank Routing Number: _____

U.S. Bank Account Number: _____

Automatic Payments In

Company	Date Notified	Switched?

Automatic Payments Out

Company	Date Notified	Amount	Switched?

Old Account closed? _____

Payroll Accounts Switched? _____

Merchant Accounts Switched? _____

Let us help you with your Merchant Account. Please provide your two most recent statements and a Payment Solutions Consultant will follow up with you within one business day.

All of  serving you™

