



Steady & Strong Since 1912!

PEOPLES *State Bank*
OF BLOOMER

Switch Kit

for Business Accounts

Peoples State Bank of Bloomer wants to help our customers look for ways to make banking easy and convenient. We understand that lives are busy and we want to help find ways to make opening an account easier.

Follow these easy steps:

- 1. Open a Peoples State Bank of Bloomer Checking Account.** Complete the attached *Business Profile Sheet* and bring it with you to our office. Our New Accounts department will assist you in finding the account that fits you best.
 - a. Other information to bring along to make the process faster:**
 1. Articles of Incorporation or Articles of Organization (if applicable)
 2. Operating agreement for LLC entities (if applicable)
 3. Copy of driver's license for each signer on account
- 2. Stop using your previous checking account.** It may take some time for your outstanding checks to clear. Shred any unused checks and deposit slips. Cut up any ATM/Debit cards associated with this account.
- 3. Notify your payroll processor of your new account.** If you currently use an outside source to process your payroll, use the Payroll Processing Request to notify the payroll processor to begin processing your payroll from your new Peoples State Bank of Bloomer account.
- 4. Transfer any Automatic Payments to Peoples State Bank of Bloomer.** Use the Automatic Payment Request to help you transfer all automatic payments to your new account. This will help the transition.
- 5. Close your previous checking account.** Use the Account Closing Request to close your previous checking account.

Business Profile Sheet

Business Information

Type of Business: Sole Proprietorship Corporation Other
 Partnership LLC

Name of Business:

Street Address:

City:

State:

Zip:

Phone: ()

Fax: ()

Tax ID:

Signer Information

Signer # 1 Name:

First:

M.I.

Last:

Title/Position:

S.S. #:

D.O.B.

Home Address:

City:

State:

Zip:

Home Ph. ()

Cell Ph: ()

Signer # 2 Name:

First:

M.I.

Last:

Title/Position:

S.S. #:

D.O.B.

Home Address:

City:

State:

Zip:

Home Ph. ()

Cell Ph: ()

Signer # 3 Name:

First:

M.I.

Last:

Title/Position:

S.S. #:

D.O.B.

Home Address:

City:

State:

Zip:

Home Ph. ()

Cell Ph: ()

Account & Services - Accounts and services you currently use or are interested in:

Business Checking Acct

Wire Services

Commercial Loans *

NOW Account Checking

ACH Services/Direct Deposit

Real Estate Lending *

Money Market Checking

Visa Merchant Services

Lines of Credit *

Business Savings Account

Business Debit Card *

Tax Payment Services

Business Online Banking

Certificate of Deposit

Safe Deposit Box

* Pending approval

Payroll Processing Request Instructions

Complete the Payroll processing request in this packet to notify the payroll processor of the change in account information. Please indicate an effective date and then verify that the change has occurred before closing the previous checking account.

Automatic Payment Request Instructions

Check your previous bank statements to identify any automatic payments or debits. Examples of these are: insurance payments, utility, cable, cell phone bills or withholding taxes

Before sending the automatic payment request:

1. Make sure that you have identified all of your automatic payments.
 2. Use the form to request that your automatic payment be established at Peoples State Bank of Bloomer.
 3. Keep your previous account open until all automatic payments have been changed to your Peoples State Bank of Bloomer account.
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Account Closing Request Instructions:

Before sending the Account Closing Request:

1. Check with your previous bank to make sure that there are no additional forms or information needed.
2. Inquire about possible penalties with respect to early withdrawal before you close your account. If you have CDs, it is important to check the maturity dates before closing this type of account.
3. Make sure that all automatic payments and direct deposits have been switched to your account at Peoples State Bank of Bloomer.

After you've sent the Account Closing Request

1. Check account statements to verify that all accounts have a zero balance and have been closed.

Account Closing Request

Bank Name

Address

City, State, Zip



PEOPLES State Bank
OF BLOOMER

SWITCH KITS

RE: Closing My Accounts

Attn: Account Maintenance/Bookkeeping

This letter is to inform you that I am closing my accounts at your bank. Please close the account(s) listed below and send a check for the remaining balance(s) to my address.

If you have any questions in this regard, please contact me by mail or call me at the phone number listed below. Thank you for your prompt attention to this matter.

Sincerely,

Authorized Signer #1

Date

Position/Title

Authorized Signer #2 (if applicable)

Date

Position/Title

Authorized Signer #3 (if applicable)

Date

Position/Title

ACCOUNT INFORMATION

Company Name:

Address:

City

State

Zip

Phone #

Daytime:

Evening:

Account #1:

Type of Account:

Account #2:

Type of Account

Account #3:

Type of Account