

First¹Bank Business Switch Kit

MEMBER F.D.I.C. Since 1922

To switch your business accounts to First Bank, please use our organizer to assist in the transition. First Bank Customer Service Representatives are available to answer any questions. Follow these simple steps to get started:

1 Open Your First Bank Business Checking Account

Deposit funds into your new business account, request your instant issue debit card(s), order checks and deposit slips. Note First Bank's routing number, your new checking account number and debit card information to switch any scheduled transactions from your old account to your new account with us.

2 Switch Your Scheduled Payments to Your New Account

Using our helpful organizer, write down your recurring debit and credit transactions including automatic payments, bill pay and online payments. You'll need to switch everything to your new First Bank routing and checking account numbers.

3 Stop Using Your Old Business Account

Keep the old account open until all outstanding transactions have cleared and you've moved your scheduled transactions to your new First Bank checking account, debit card or bill pay.

4 Close Your Old Business Account

Once you verify that all your transactions have cleared, close your old account.

Additional business accounts and services available include credit, loans, savings, remote deposit capture, online banking + bill pay, merchant services and payroll to help you achieve your business financial goals.

For more information, stop in and visit with us at any location or visit first1bank.com.

Organizer for Businesses

Welcome to First Bank. Please use this worksheet to track the information you need to switch recurring payments and deposits to your new First Bank business checking account. This form doesn't need to be submitted to anyone at First Bank. It should be used as a reminder check list to help with your transition to First Bank.

Important Information

Business checking account #: _____ Routing #: _____
 Business debit card number: _____ Expiration date: _____

Scheduled Payments to Switch

Time is money. Schedule one-time or recurring payments using your First Bank Business Debit Card, checking account, or online payment options at firstbank.com. Be sure to notify any service providers that bill your debit card with the new card number and expiration date to avoid any service interruptions.

Company/Payee	Next scheduled payment to switch	Amount	Date company/payee notified	New payment method established (debit card, checking, online payment)

Old Accounts to Close

Important: Before you close your old account(s), allow time for outstanding checks, debit card purchases and recurring payments to clear — usually around 10 business days.

Bank name	Routing # (nine digits)	Account type (checking, savings, etc.)	Account #	Date account closed

Outstanding Checks to Clear

Check payable to	Amount	Bank or account the check was written from	Date check cleared

Payroll Funding Accounts to Switch

Payroll provider	Date provider notified	Status

Merchant Services (credit/debit card payment processor) Accounts to Switch

Payment processor	Date processor notified	Status