# FLAGSHIPBANK

## BUSINESS ACCOUNT SWITCH KIT

At Flagship Bank, we believe that your time is valuable, which is why we provide the tools necessary to run your business more effectively and efficiently. Take a moment to explore this Business Banking Switch Kit. It's designed to simplify your transition to Flagship Bank. Please note that all of the forms included in this switch kits are PDF fillable.

### Step 1

Open a new business checking account and collect your account information. You will need this information to change your automatic payments and direct deposits from your old account to your new Flagship Bank account. The included *Request to transfer payroll/direct deposit* form can be used to notify your processor.

### Step 2

Transfer your automatic transactions to Flagship Bank. Contact your vendors and merchants who may send automatic payments to your old account and notify them of the new Flagship Bank routing and account number. If they require written notification, use the *Request to transfer automatic payments* form.

### Step 3

Stop using your old business account. Keep the account opened until all outstanding debits/credits have cleared. The included *Reconciliation worksheet* can be used to make sure that all entries have been switched to your new account.

### Step 4

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

## Request to Transfer Automatic Payments

| To |
| --- |
| Company Name |
| Account Number/Client ID |

| Your Business Information |
| --- |
| Company Name |
| Address |

| City | State | Zip |
| --- | --- | --- |

| Phone Number |
| --- |
| Contact Name/Title |
| Email Address |

| Former Bank Information |
| --- |
| Former Bank Name |

| Former Bank ABA Routing Number | Former Bank Account Number |
| --- | --- |

| Flagship Bank Information |
| --- |

| Flagship Bank ABA Routing Number | Flagship Bank Account Number |
| --- | --- |

| Flagship Bank Address |
| --- |
| Flagship Bank Contact |
| Flagship Bank Contact Phone Number |

This is to inform you that I have moved my bank account to Flagship Bank.  Should you have any questions in processing this request, please call me at the number listed below.

Sincerely,

_____         _____

Signature                                                        Date

_____

Contact Number

# Request to Transfer Payroll/Direct Deposit

| To |
| --- |
| Company Name |
| Account Number/Client ID |

| Your Business Information | | |
| --- | --- | --- |
| Company Name | | |
| Address | | |
| City | State | Zip |
| Phone Number | | |
| Contact Name/Title | | |
| Email Address | | |

| Former Bank Information | |
| --- | --- |
| Former Bank Name | |
| Former Bank ABA Routing Number | Former Bank Account Number |

| Flagship Bank Information | |
| --- | --- |
| Flagship Bank ABA Routing Number | Flagship Bank Account Number |
| Flagship Bank Address | |
| Flagship Bank Contact | |
| Flagship Bank Contact Phone Number | |

This is to inform you that I have moved my bank account to Flagship Bank. Should you have any questions in processing this request, please call me at the number listed below.

Sincerely,

_____        _____

Signature                                                                        Date


_____

Contact Number

# Request to Close Account(s)

| To |
|---|
| Bank/Merchant Name |
| Account Number to Close/Client ID |

| Your Business Information | | |
|---|---|---|
| Company Name | | |
| Address | | |
| City | State | Zip |
| Phone Number | | |
| Contact Name/Title | | |
| Email Address | | |

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 address listed above.

Your prompt attention to this matter will be greatly appreciated.

Sincerely,

_____          _____

Signature                                                               Date

# Reconciliation Worksheet

## Automatic Payments In

| Company | Date Notified | Switched? |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Automatic Payments Out

| Company | Date Notified | Switched? |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Checks Outstanding

| Payee | Amount | Date Check Cleared |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Incoming Wire Instructions

Use the information listed below to receive wires into your Flagship Bank account. Make sure to add your account information in the "For Further Credit" section.

| Receiving Bank | |
|---|---|
| Name | United Bankers Bank |
| ABA/Routing Number | 091001322 |

| Beneficiary Bank | |
|---|---|
| Name | United Bankers Bank |
| City, Zip | Bloomington, MN 55431 USA |
| Aba/Routing Number | 091001322 |
| Swift Code(International Use Only) | UBBKUS44 |

| Beneficiary | |
|---|---|
| Name | Flagship Bank Minnesota |
| Address | 1415 Wayzata Boulevard East,  Wayzata, MN  55391 USA |
| Account Number | Call (952) 473-1959 for account number |

| For Further Credit | |
|---|---|
| Customer Name | |
| Customer Account Number | |
| Customer Address | |

***Please note that the ABA number differs for ACH transaction:**

**ACH ABA Number is 091907882**

# FAX

**To:** _____    **From:** _____

**Fax:** _____    **Date:** _____

**Phone:** _____    **# of Pages (including cover):** _____

**Re:** _____

**Comments:**