



BUSINESS BANKING SWITCH KIT

STEP ONE

- Open new checking account at Frontier Bank.
- Order business checks, deposit slips and endorsement stamp.
- Meet with branch representative to set up consultation with Cash Management Department.
- Apply for Business Online Banking.
- Apply for Corporate Credit Card.

STEP TWO

- Complete checklist of all items that are automatically charged to “old” account and/or deposits that are automatically deposited to “old” account. (See “Business Switch Checklist”)

STEP THREE

For Automatic Debits (Charges)

- Send a dated and signed letter to anyone who is currently processing an automatic charge to “old” account. (See “Request to Change Automatic Withdrawal”)
- Along with the letter, provide a voided business check (or a copy of a voided check) from “new” Frontier checking account.

For Automatic Deposits

Merchant Deposits

- Provide merchant processor with a voided business check (or a copy of a voided check) from “new” Frontier account and request the change.
- Meet with branch representative to set up an appointment with First Data Merchant Services to discuss our highly competitive discount rate and 24 hour credit to a Frontier account.

Other types of Direct Deposit

- Call the company directly to determine their requirements.
- If required, send a dated and signed letter. (See “Request to Change Automatic Deposit”)
- Provide a voided business check (or a copy of a voided check) from “new” Frontier checking account.

STEP FOUR

- After verifying that all automatic payments and deposits are now posting to the “new” Frontier account and that all outstanding checks have cleared on the “old” account, send a letter to “old” bank requesting that the account be closed. (See “Request to Close Account”)

REQUEST TO CHANGE AUTOMATIC WITHDRAWAL



Date

Name of Company Making Automatic Withdrawals

Address

City, State, ZIP

To Whom It May Concern:

You are currently withdrawing \$ _____ from my account _____
amount number

for _____ on _____
reason date of withdrawal

My old bank information is as follows:

“Old” Bank Name: _____

“Old” Bank Account Number: _____

Please change the withdrawal to my new account:

“New” Bank Name: **Frontier Bank**

Bank Routing Number: **125107626**

“New” Bank Account Number: _____
Next nine or ten digits following the routing number

If you have any questions, please contact me at _____
phone number

Thank you.
Sincerely,

Signature

Printed Name

Address

City, State, ZIP

REQUEST TO CHANGE AUTOMATIC DEPOSIT



Date

Name of Company Making Automatic Deposits

Address

City, State, ZIP

To Whom It May Concern:

You are currently depositing my _____ to the following:
type of deposit

My old bank information is as follows:

“Old” Bank Name: _____

“Old” Bank Account Number: _____

Please change the deposit to my new account:

“New” Bank Name: **Frontier Bank**

Bank Routing Number: **125107626**

“New” Bank Account Number: _____
Next nine or ten digits following the routing number

If you have any questions, please contact me at _____
phone number

Thank you.
Sincerely,

Signature

Printed Name

Address

City, State, ZIP

REQUEST TO CLOSE ACCOUNT



Date

Bank's Name

Address

City, State, ZIP

To Whom It May Concern:

Please close my account Number _____ and send a check for the balance to me at the address listed below.

If you have any questions, please contact me at _____
phone number

Thank you.
Sincerely,

Signature

Printed Name

Address

City, State, ZIP