

WELCOME.

At EagleBank we know that switching your business checking account can feel daunting.

We're here to make the process as easy and seamless as possible.



NEW CUSTOMER SWITCH KIT

5 SIMPLE STEPS; ONE POINT OF CONTACT

Thank you for choosing EagleBank. We know switching your checking account can feel daunting. We're here to help make the transition as seamless as possible. That includes giving you one point of contact throughout your switching process. Follow these 5 steps to complete your transfer to EagleBank.

1

REVIEW YOUR NEW CLIENT CHECKLIST

At EagleBank, we take the time to gather all of the important information upfront. That way, the rest of the process will run as smoothly as possible. Your EagleBank contact will provide you with a customized checklist to review.

2

SWITCH YOUR RECURRING PAYMENTS

Automatic payments are a convenient way to send and receive funds, and you'll need to reconnect them to your new EagleBank account. [We've provided you with an easy-to-track switching worksheet to help you keep track of your progress.](#)

3

NOTIFY YOUR KEY PROFESSIONAL SERVICES (I.E. PAYROLL)

Notifying key professional service providers of your new bank account is an important step in the account switching process. To minimize any disruption to your business we recommend notifying your providers within 30 days of your account switch.

4

SET-UP YOUR ONLINE BANKING ACCESS

Online Banking is the next step in getting started with your new EagleBank account. Visit www.EagleBankCorp.com and click on "New User Business" at the bottom of the log-in box. You'll need your new EagleBank account number and Federal Tax ID to complete the process.

5

CLOSE YOUR OLD BUSINESS ACCOUNT

Once all of your checks have cleared and all automatic payments and direct deposits are successfully being deducted from your new EagleBank account, it is time to close your old account. [Check out our sample account closing template to help with this transition.](#)



NEW CLIENT CHECKLIST

For more complicated accounts, clients are encouraged to work with their account representative. Also, if additional treasury services are requested, your representative will work with you to obtain proper documentation.

Checklist

1

Your EagleBank representative will provide you with a complete version of the checklist customized for your specific business needs. In the meantime, some examples of the information you'll want to begin to gather includes, but may not be limited to:

✓ **Company/Entity Information**

- ✓ Company + Contact Name
- ✓ Company Address
- ✓ Company Phone Number
- ✓ Contact Email

Switch Accounts

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✓ **Organizational Documentation**

- ✓ Articles of Organization
- ✓ By-Laws (if-applicable)
- ✓ Official minutes of a board meeting identifying individuals authorize to act on bank account for the non-profit
- ✓ IRS Tax Exemption Letter (non-profits)
- ✓ Beneficial Ownership Information (see form)
- ✓ Tax ID and confirmation (IRS SS-4 or 147C letter)
- ✓ Operating Agreement (if applicable)

Notify Providers

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Online Banking

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✓ **For individuals who will be authorized signers on the bank account, we need:**

- ✓ Full name and email address
- ✓ Copy of Drivers license

Close Old Account

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When account documentation and Certification of Beneficial Ownership Form for are completed and received, accounts will be opened.

New Client Information Checklist			
Client Name:			
Information Required			
Item	Due Date	Complete	Comments
1.1	Entity Name organizational documentation	<input type="checkbox"/>	
1.2	Articles of Organization	<input type="checkbox"/>	
1.3	By-Laws (if applicable)	<input type="checkbox"/>	
1.4	Meeting notes for approved signers (non-profits)	<input type="checkbox"/>	
1.5	Tax Exemption letter (non-profits)	<input type="checkbox"/>	
2	Account signer list and copies of driver's licenses	<input type="checkbox"/>	
3	Tax ID and confirmation for Entity	<input type="checkbox"/>	
3.1	IRS Letter - Tax Status	<input type="checkbox"/>	
4	Customer contact address, email and phone number	<input type="checkbox"/>	
New Bank and Other			
Item	Due Date	Complete	Comments
1.1	Entity Name	<input type="checkbox"/>	
1.2	Entity name, account title - Operating account (Corp #) (checking/savings and/or account)	<input type="checkbox"/>	
1.3	Entity name, account title - Payroll account (2BA checking)	<input type="checkbox"/>	
1.4	Doc.	<input type="checkbox"/>	
Treasury Services			
Item	Due Date	Complete	Comments
1	Return completed EagleBank and Treasury Services documentation	<input type="checkbox"/>	
2	DebitCard Online Banking access email	<input type="checkbox"/>	
2.1	Self services to be completed upon account opening	<input type="checkbox"/>	
2.2	Add all users requiring tokens	<input type="checkbox"/>	
3	Account Reconciliation (Entity name-accounts to be included)	<input type="checkbox"/>	
3.1	Version	<input type="checkbox"/>	
3.2	Report frequency	<input type="checkbox"/>	
4	ACH service	<input type="checkbox"/>	
4.1	Send ACH Income tax	<input type="checkbox"/>	
4.2	Token fast-to-token to be sent	<input type="checkbox"/>	
4.3	Copy ACH form requested	<input type="checkbox"/>	
5	ACH Positive Pay (Payroll file - Entity name-accounts to be included)	<input type="checkbox"/>	
5.1	Send Approved ACH Debit file with ACH Company ID	<input type="checkbox"/>	
6	Full ACH Debit Blocking ACH debits allowed (Entity name-accounts to be included)	<input type="checkbox"/>	
7	Corporate Credit Card - Return completed application	<input type="checkbox"/>	
8	Treasury Services - Our Liaison will contact you	<input type="checkbox"/>	
9	Positive Pay (Entity name-accounts to be included)	<input type="checkbox"/>	
10	Send Sample Positive Pay file	<input type="checkbox"/>	
10	Remove Duplicate Entity name-accounts to be included.	<input type="checkbox"/>	

Sample Customized Checklist can be filled out by you and your Account Representative



SWITCH YOUR RECURRING PAYMENTS

Automatic payments are a convenient way to send and receive funds, and you'll need to reconnect them to your new EagleBank account.

Checklist

1

At EagleBank, we provide you with all of the tools and forms you need to make switching accounts as simple as possible. To minimize any disruption to your business we recommend notifying your providers within 30 days of your account switch.

Switch Accounts

2

Organize your switching needs.

Switching accounts can be stressful, so to make this easier, we've created a [Switching Worksheet](#) to help you track the information you need to close your old accounts and switch payments to your new EagleBank account. These include:

Notify Providers

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- ✓ **Recurring Payments to and from your account:** These are companies or payers with which you have recurring payments. This includes utility bills, loan payments, etc.
- ✓ **Payroll funding accounts to switch (if necessary):** Payroll is an important part of your everyday business needs. Ensure your payroll provider has the information needed to fund your next payroll.

Online Banking

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- ✓ **Merchant Services accounts to switch:** If your business accepts payments made by credit and debit cards, you'll also need to switch the account you deposit funds into. Make sure to ensure your merchant services provider has the necessary information to deposit your card processing transactions into your new EagleBank account.

Close Old Account

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- ✓ **Other Partners to notify:** Don't forget to notify anyone else who may be impacted by your account switch. This could include: bookkeepers, accountants, attorneys, insurance companies, etc.

→Click here for our [Switching Worksheet](#)



NOTIFY YOUR PROVIDERS

Notifying key professional service providers of your new bank account is an important step in the account switching process.

Checklist

1

Request a switch.

Use our “Request a Switch Form” to switch recurring payments, payroll funding, and merchant services transactions from your old account to your new EagleBank account. Depending on the payee, you may also be able to switch these transactions online or by phone.

Simply complete our Form and send it to your providers and vendors.

→ Click here for our [Request a Switch Form](#)

Switch Accounts

2

To minimize any disruption to your business we recommend notifying your providers within 30 days of your account switch.

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**Interested in Fraud Protection, ACH, or Check Positive Pay?
Ask your representative for more details.**



SET-UP YOUR ONLINE BANKING ACCESS

Follow the step-by-step instructions below to get started with online banking today. You'll need your EagleBank account number and Federal Tax ID to complete the process.

Checklist

1

Go to EagleBank's website: www.EagleBankCorp.com

- ✓ The individual who initially accesses ExecuBank online banking for the business **must be an authorized signer on the account** and will be the "administrator" on ExecuBank. All other users of the ExecuBank service must be added by the administrator.
 - An authorized signer may designate a non-signer as ExecuBank Administrator. Contact us to do so.
- ✓ Click on **New User** in the blue section labeled 'Business Banking'.

Switch Accounts

2

The Enrollment page for ExecuBank will appear.

- ✓ Complete the Login Credentials section.
- ✓ Complete the Company Information section.
- ✓ Complete the Account Information section.
- ✓ (Complete the 'Description' field with any name or identifier you wish to give this particular account. The account will be identified as such when you access ExecuBank).

Notify Providers

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Your enrollment confirmation will appear.

- ✓ Confirmation Page - You will receive a confirmation page once you have completed entering the information. The confirmation page will include your bank issued Company ID. You will need this when accessing ExecuBank, in addition to your created user ID and password.
- ✓ Confirmation Email - Within 24 hours, you will receive an email confirming enrollment and granting access. If you do not receive a confirmation email within 24 hours, try to access your online banking without it.

Online Banking

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Close Old Account

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CLOSE YOUR OLD BUSINESS ACCOUNT

Once all of your checks have cleared and all automatic payments and direct deposits are successfully being deducted from your new EagleBank account, it is time to close your old account.

Checklist

1

Consider these tips when closing your old account:

✓ Once you've received your new EagleBank checks and cards, stop using and destroy the checks and cards associated with your old account.

Switch Accounts

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✓ Allow time for outstanding checks, debit card purchases, and previously scheduled payments to clear — usually around 10 - 15 business days.

Notify Providers

3

✓ When you have confirmed that all previously scheduled transactions have been switched and all outstanding transactions have cleared, use our “Close Notification Form” to notify your previous bank. This letter will notify your previous bank to close your account and send you funds for the remaining balance.

Online Banking

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✓ To avoid previously scheduled transactions being processed using your old account after you've closed it, make sure to contact your providers and vendors once you switch banks to confirm that they have received the letter and are switching your accounts as instructed.

Close Old Account

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→ [Click here for our **sample Account Closing Form**](#) to guide you through the process!



Switching Worksheet

Reminder: Please make sure to keep this sensitive account information secure, and if printed, consider shredding after completed. We recommend ensuring data is encrypted when sending via email. Your Account Representative can assist with this.

Recurring payments to your account (credits)

Company/Payer	Account #	Next Scheduled Payment	Amount	Date Payer was Notified	Date of first payment to your new EagleBank Account

Recurring payments from your account (debits)

Company/Payer	Account #	Next Scheduled Payment	Amount	Date Payer was Notified	New payment method (check, debit, credit online payment)

Payroll funding accounts to switch (if necessary)

Payroll Provider	Date Notified	Status

Merchant Services accounts to switch

Merchant Services Processor	Date Notified	Status

Other Partners to Notify (accountant, bookkeeper, attorney, etc.)

Partner	Date Notified	Status

Reminder:

- Make a list of all outstanding checks to clear from your old account.
- List any old accounts to close but allow time for outstanding checks, debit card purchases and reoccurring payments or clear to avoid any disruption to your business.



Request a Switch Form

Reminder: Please make sure to keep this sensitive account information secure, and if printed, consider shredding after completed. We recommend ensuring data is encrypted when sending via email.
Your Account Representative can assist with this.

SUBJECT: Bank Change for Automatic Payments

EagleBank Account #:	
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I currently have my electronic payment(s) deducted from the following account:

Bank Name:	
Account Number:	
Routing Number:	

Please change your records, effective immediately, so that my electronic payment(s) are now deducted from my EagleBank Account:

Bank Name:	
Account Number:	
Routing Number:	
Payment Amount:	

Thank you for your assistance. Please contact me with any questions at the following number:

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Account Closing Request

To:	
From:	

Re: Request to Close Accounts

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 close the following account(s):

Checking Account #:	
Authorized Signer:	
Authorized Signer:	

Checking Account #:	
Authorized Signer:	
Authorized Signer:	

Checking Account #:	
Authorized Signer:	
Authorized Signer:	

Savings/Money Market Account #	
Authorized Signer:	
Authorized Signer:	

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

Your prompt attention to this matter will be greatly appreciated. Thank you

