



Our purpose at Progressive Bank is to help our customers achieve their dreams. These days we all have busy lives, so here at Progressive Bank we are always looking for ways to make banking with us easy and convenient. The **Progressive Bank Switch Kit** is just one more way we are working to make your life simple.

Follow the 5 easy steps in the **Progressive Bank Switch Kit** and put some light into your banking!

# ***Switching has never been easier!***

**Step 1:** **Open a Progressive Bank Business Checking account!** See a Customer Service Representative at one of our 6 convenient locations. They will help determine what account(s) fits you best.

To make the process even faster, bring the following when you come to open your Progressive Bank Business Checking account:

1. Business Profile Sheet (provided in this Switch Kit)
2. Articles of Incorporation or Articles of Organization (if applicable)
3. Operating agreement for LLC entities (if applicable)
4. Copy of Driver's license for each signer on the account

In order to determine the best account type for your business, it would be helpful for you to bring your *account analysis statement* and/or *previous months' bank statements*.

**Step 2:** **Stop using your previous checking account.** Allow time for outstanding checks to clear. Destroy your ATM and/or Debit cards, any unused checks, and deposit slips.

**Step 3:** **Transfer any Automatic Payments and Debits to Progressive Bank.** Use the **Automatic Payment Request** to assist you in quickly making the switch. Some Automatic Payments may include Merchant services transactions, monthly bill payments, and monthly loan payments.

**Step 4:** **Change your account for your payroll processing.** If you currently use an outside source to process your payroll, use the **Payroll Processing Request** to notify the company to begin processing your payroll from your new Progressive Bank account.

**Step 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:

Mailing Address:

City:

State:

Zip:

Phone: (    )    -

Fax: (    )    -

Tax ID:    -

**Signer #1**

Name (First, Middle, Last):

Title/Position:

Soc. Sec. #:

Date of Birth:

Home Address:

City:

State and Zip:

Home Phone: (    )    -

**Signer #2**

Name (First, Middle, Last):

Title/Position:

Soc. Sec. #:

Date of Birth:

Home Address:

City:

State and Zip:

Home Phone: (    )    -

**Signer # 3**

Name (First, Middle, Last):

Title/Position:

Soc. Sec. #:

Date of Birth:

Home Address:

City:

State and Zip:

Home Phone: (    )    -

## ACCOUNTS AND SERVICES

Accounts and Services that you currently use or are interested in:

- |   |  |
|---|--|
| <input type="checkbox"/> Business Checking                          | <input type="checkbox"/> Business Debit Card         |
| <input type="checkbox"/> Business Interest Checking                 | <input type="checkbox"/> Business Credit Card        |
| <input type="checkbox"/> Business Money Market Checking             | <input type="checkbox"/> Business Internet Banking   |
| <input type="checkbox"/> Business Savings Account                   | <input type="checkbox"/> ACH Services/Direct Deposit |
| <input type="checkbox"/> Commercial Loan                            | <input type="checkbox"/> "Sweep" Investment Services |
| <input type="checkbox"/> Line of Credit                             | <input type="checkbox"/> Account Reconciliation      |
| <input type="checkbox"/> Real Estate Lending                        | <input type="checkbox"/> Wholesale Lock Box Service  |
| <input type="checkbox"/> Safe Deposit Box                           | <input type="checkbox"/> Tax Payment Services        |
| <input type="checkbox"/> Certificate of Deposit                     | <input type="checkbox"/> Visa Merchant Services      |
| <input type="checkbox"/> Retirement Programs (401K, IRA, SEP, etc.) | <input type="checkbox"/> Health Savings Accounts     |
| <input type="checkbox"/> Investment Products                        |  |

# **Automatic Payment Request Instructions**

## **Automatic Payments**

After you've identified the Automatic Payments from your previous bank statements, use the Automatic Payment Request to notify the merchant of your new bank information.

Don't forget you can also manage your payments with Progressive Bank's Internet Banking and Online Bill Pay.

## **Before sending the Automatic Payment Request**

1. Identify any existing automatic payments.
2. Use the enclosed form to request that your automatic payment be established at Progressive Bank.
3. Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your Progressive Bank account.

# Automatic Payment Request

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip



**RE: Changing My Automatic Payment**

**ATTN: Accounts Receivable/Accounting**

*I have recently changed banks and would like to have my automatic payment with your company changed to my new account.*

*Please discontinue debiting my old bank account and begin making automatic withdrawals from my new Progressive Bank account.*

*If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.*

*Sincerely,*

\_\_\_\_\_  
Authorized Signer #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Authorized Signer #2 (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Authorized Signer #3 (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

## Automatic Payment Information

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Payment or Reason

\_\_\_\_\_  
Date of Payment

\_\_\_\_\_  
Payment Amount (or "amount due")

\_\_\_\_\_  
Old Bank Name

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
New Bank Name **PROGRESSIVE BANK**

\_\_\_\_\_  
Routing Number **111102596**

\_\_\_\_\_  
Account Number

# Payroll Processing Request Instructions

## Payroll Processing

It's now time to let your payroll processor know that you have opened a new checking account at Progressive Bank.

Using Payroll Processing Request in this packet, you can notify your payroll processor of the change and when to stop using your old account number for your payroll deductions and when to begin using your new Progressive Bank checking account.

# Payroll Processing Request

\_\_\_\_\_  
Company  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip



**RE: Change accounts for my payroll processing**

**ATTN: Account Maintenance**

*This letter is to inform you that I have recently changed banks. Effective \_\_\_\_\_, please stop processing my payroll from my old bank account and begin processing my payroll from my new **Progressive Bank** account.*

*If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.*

*Sincerely,*

Authorized Signer #1	Date	Print Name/Title
Authorized Signer #2 (If applicable)	Date	Print Name/Title
Authorized Signer #3 (If applicable)	Date	Print Name/Title

<b>Account Information</b>		
Old Bank Name	Routing Number	Account Number
New Bank Name <b>PROGRESSIVE BANK</b>	Routing Number <b>111102596</b>	Account Number

# Account Closing Request Instructions

## Before sending the Account Closing Request

1. Check with your previous bank to make sure no additional forms or information are required.
2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have Certificate of Deposit (CD's), it is important to check the maturity dates.
3. Be sure that all automatic transactions have been switched to your Progressive Bank account before closing your old account.

## 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

Financial Institution

Address

City, State, Zip



**RE: Close My Accounts**

**ATTN: Account Maintenance**

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

*If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.*

*Sincerely,*

Authorized Signer #1 \_\_\_\_\_ Date \_\_\_\_\_ Print Name/Title \_\_\_\_\_

Authorized Signer #2 (If applicable) \_\_\_\_\_ Date \_\_\_\_\_ Print Name/Title \_\_\_\_\_

Authorized Signer #3 (If applicable) \_\_\_\_\_ Date \_\_\_\_\_ Print Name/Title \_\_\_\_\_

## Account Information

Account # 1 \_\_\_\_\_

Account # 2 \_\_\_\_\_

Account # 3 \_\_\_\_\_

Company Name \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_