

COMMERCIAL DEPOSIT ACCOUNT SWITCH KIT

Changing bank accounts doesn't have to be unpleasant. We will make the process of switching bank accounts very simple. We will personally assist you in every step of the way. Below you will find a checklist that should help you through your account transition, but our personal communications with you will be the key to making it all work.

Things to Remember when switching your accounts to Venture Bank:

Your Responsibilities:

- Account Application.** Complete a business account application. Make sure that you have your Federal Tax ID Number (EIN) and the names and information for all of your account signers. Return your completed application to your Account Executive as quickly as possible. You may even want to send us your application in advance to expedite the new account process. We will need your original application sometime during the process- you may either bring it to the bank or mail it directly to your Account Executive.
- Articles of Incorporation.** Fax/deliver a copy of Articles of Incorporation to your new Account Executive
- Payroll.** Contact your Payroll Company with: (1) your new Bank account information and (2) the date you want your payroll changed to your new Venture Bank account.
- Electronic Debits and Credits.** Contact all vendors who are authorized to send ACH debits/credits to your account. (Vendors may require the use of their own forms to initiate the switching of accounts.) See Automatic Payment Change Form below
- Wire Transfers.** Provide new wiring instructions to your customers. Domestic Incoming Wire Instructions for your new Venture Bank account can be found on our website.
- Merchant credit card processing.** Contact your credit card processor with your new Venture Bank account information: **Venture Bank's routing number (091017196) and your new account number:** _____
- Reconcile your old Bank account.**
- Lockbox.** Notify your customers of your new venture Bank PO Box address.
- Start using the new account.** Begin making deposits/writing checks on your new Venture Bank account. Destroy any unused checks, deposit slips, ATM or check cards from your old account. Be sure to keep your old account open for a while to allow all outstanding transactions to clear your account. It could take up to two statement cycles for some companies to change automatic transfers. Feel free to call us to verify automatic payments and deposits in your new checking account.
- Notify your old bank that you are closing your account.** (See Close Account Request below)

Our Responsibilities:

- Order New Checks, Deposit Slips, and Endorsement Stamp.** We would be happy to order these products for you or if you have a preferred vendor, you may order your own checks and deposit products – we will provide you with a spec sheet that you can give to your check printing company.
- Online Banking.** Our Account Executives will assist you in executing Online Banking Agreements and Authorizations.
- Cash Management Services.** Our Account Executives will also assist you in executing any other Cash Management Service Agreements needed, including : Wire Agreements, ACH Agreements, Positive Pay Agreements, Lockbox Agreements, Night Drop Agreements, Remote Deposit Agreements, Business Bill Pay Agreements, etc.
- Merchant Credit Card Services.** If you aren't currently accepting Merchant Credit Card payments, or if you're looking for a competitive offer, we can provide Merchant Processing Services and would be happy to assist you.
- We'll get to know you.** One of our goals is to introduce you to as many bank employees as possible in order to make, not only your transition, but also your future banking as easy and personable as possible.
- Questions?** Please call one of our Account Executives at:

Bloomington Office	(952) 830-9999	Fax (952) 830-8218
Golden Valley Office	(763) 398-3333	Fax (763) 398-3323
Eagan Office	(651) 289-2222	Fax (651) 289-0200



COMMERCIAL DEPOSIT ACCOUNT SWITCH KIT
AUTOMATIC PAYMENT CHANGE

Automatic Payment/Withdrawal Change of Instructions Request

Date: _____

Company: _____

Address: _____

City, State, Zip: _____

To whom it may concern:

This letter serves as a request to have my Automatic Account Payment/Withdrawal transferred to my account with Venture Bank. My information is as follows:

My information is as follows:

Account number _____

The Automatic Account Payment/Withdrawal is currently withdrawn to my account with:

Financial Institution: _____

ABA Routing Number: _____

Account Number: _____

Please redirect the Automatic Account Payment/Withdrawal to my account with:

Financial Institution: **Venture Bank**

ABA Routing Number: **091017196**

Account Number: _____

Please note the following special instructions:

Sincerely:

Signature of Account Holder 1

Signature of Account Holder 2

Signature of Account Holder 3



COMMERCIAL DEPOSIT ACCOUNT SWITCH KIT
CLOSE ACCOUNT REQUEST



Closed Account Request

Date: _____

Company: _____

Address: _____

City, State, Zip: _____

To whom it may concern:

This letter serves as a request to close account number(s) _____

Please send a check for the remaining balance to the address below:

Date: _____

Company: _____

Address: _____

City, State, Zip: _____

Signature: _____

Title and Company: _____

