



It's the Intellectual Capital™

## The Smart, Safe, Simple Way to Switch

### At Fidelity Bank, we understand the complexities

involved in moving your business to a new financial institution. We are committed to providing you with the best service and solutions in business banking, we make it easy for you to make the move with our simple interactive Switch Kit.

The Switch Kit saves you time and trouble with everything you need for a smooth and seamless transfer of all your account activities to your new Fidelity Bank accounts.

### In this kit you will find:

- > A helpful "Get Prepared" reference sheet to start the process.
- > All of the necessary authorization forms you will need.
- > A handy organizer and checklist for automatic deposits and deductions.
- > Letters to redirect your automatic deposits to and deductions from your new account.
- > An account closing notification letter for your former bank.
- > Helpful tips and answers to questions about the process of changing banks.
- > A request form for more information on key business products.

Our Switch Kit is just one example of how Fidelity Bank makes banking easier right from the start. It's what makes us different from other banks. It's called Intellectual Capital. The result of long-term client relationships with bankers who really know the ins and outs of their clients' businesses and are solely focused on business banking.

For help please call **952-831-6600**, visit our branch or go to **[www.fidelitybankmn.com](http://www.fidelitybankmn.com)**

### Switching Made Easy

1. Open accounts and sign up for Internet Banking at Fidelity Bank
2. Gather all information from existing bank accounts
3. Send out form letters to switch deposits and deductions
4. Send out form letter to switch payroll processing account
5. Close existing bank account
6. Start enjoying the benefits of being a Fidelity Bank customer



## Required Documentation Checklist

- Before notifying your current bank to close your account or changing any automatic payments, be sure to open your new Fidelity Bank account. For each new business account established, we will need the following documentation:
  - Proof of Tax Identification Number (i.e., SS-4 Form, Tax Return)
  - Articles of incorporation (S or C Corp.) **OR**
  - Certificate of Organization (LLC) **OR**
  - Partnership Agreement
  - Certificate of Assumed Name (doing business under another name)
  - Individuals having access to your business account (whether information-only or check signing authority), will need to provide their Driver's License and proof of Social Security number
- Send notification of new bank account to direct deposit companies.
- Send notification of new bank account to companies who make automatic withdrawals from your account. Don't forget those accounts that might use your old debit card number, merchant services transactions, monthly insurance, or loan payments.
- Change accounts for payroll processing. Use this form to notify your payroll provider so that they can begin processing your payroll out of your new Fidelity Bank account.
- Enclose a voided check or deposit slip from your new account when setting up a new direct deposit for verification purposes.
- Keep your new Fidelity Bank routing and account numbers handy for direct deposit and automatic withdrawal requests. Our routing number is: **091014924**.
- Make sure you have enough funds in your account to cover any pending automatic payments and outstanding checks.
- Destroy any unused checks, deposit slips, ATM or check cards from your old account.
- Remember, you need to deposit enough money in your new account to cover all automatic transactions coming due. However, 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 the automatic transactions.
- Notify your former bank that you are closing your account.
- Go to [www.Fidelitybankmn.com](http://www.Fidelitybankmn.com), or call us at **952-831-6600**, to verify automatic deposits and deductions through your new account.



## Get Prepared to Switch

Identify automatic deposits and deductions that you'll be switching to Fidelity Bank using the Switch Kit Reference Guide on the next page. As you request to transfer each account, use this form to determine when to follow up. If you have not already opened a Fidelity Bank account please visit our bank.

### Helpful Hints

#### Automatic Deposits

These are recurring payments automatically deposited into your account on a regular basis. Examples are dividends, interest, or reimbursement credits.

#### Automatic Deductions

These are recurring payments automatically withdrawn from your account on a regular basis. Examples include mortgage payments and insurance premiums.

#### Contact each company

Find the address of the main accounting office where you should send the notice of change. Some companies have this information available on their website or billing statements. Make sure no other forms are required.

#### Estimated Completion Date

When should you expect the switch to take effect? Generally, automatic deposits take effect within three deposit periods and automatic deductions normally go into effect within two withdrawal periods. If you don't see the switch by then, contact the company.

#### For Multiple Accounts

If you have more automatic deposits/deductions than will fit on this form, please print additional forms as needed.



## Switch Kit Reference Guide

1. Your new Fidelity Bank account information for quick reference:

**Account #:** \_\_\_\_\_ **ABA Routing Number: 091014924**

**Address: 7600 Parklawn Avenue, Edina, MN 55435**

2. Record your former **account number** and **ABA routing number** for quick reference.

**Former Bank Name:** \_\_\_\_\_

**Account #:** \_\_\_\_\_ **ABA Routing #:** \_\_\_\_\_

3. Use the **most recent bank statement from your former account** and list companies which have automatic deposits or deductions through your account:

### Automatic Deposits

**Company Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Account #: \_\_\_\_\_

Data Request Made: \_\_\_\_/\_\_\_\_/\_\_\_\_  Completed Deposit Amount: \_\_\_\_\_

Letter Mailed  Called (who you spoke to): \_\_\_\_\_

**Company Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Account #: \_\_\_\_\_

Data Request Made: \_\_\_\_/\_\_\_\_/\_\_\_\_  Completed Deposit Amount: \_\_\_\_\_

Letter Mailed  Called (who you spoke to): \_\_\_\_\_

### Automatic Deductions

**Company Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Account #: \_\_\_\_\_

Data Request Made: \_\_\_\_/\_\_\_\_/\_\_\_\_  Completed Deduction Amount: \_\_\_\_\_

Letter Mailed  Called (who you spoke to): \_\_\_\_\_

**Company Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Account #: \_\_\_\_\_

Data Request Made: \_\_\_\_/\_\_\_\_/\_\_\_\_  Completed Deduction Amount: \_\_\_\_\_

Letter Mailed  Called (who you spoke to): \_\_\_\_\_



## Automatic Deposits and Deductions

Inform companies currently authorized to make automatic deposits or deductions of the change to your new Fidelity Bank account using the form letters we have created. Simply input the required information into the appropriate deposit or deduction document, print, attach a voided check from your new Fidelity Bank account and mail.

### Helpful Hints

#### Track Your Request

To confirm that your automatic transaction is being processed through your Fidelity Bank account, check your Fidelity Bank statement, sign up and log onto your Commercial Internet Banking account at [www.fidelitybankmn.com](http://www.fidelitybankmn.com) or call **952-831-6600**.

#### Follow Up

Automatic deposits should take effect within three deposit periods and automatic deductions should take effect within two withdrawal periods. If you don't see the automatic transaction by this time, please contact the company. Keep your old account open until all automatic transactions have been switched to your new Fidelity Bank account.

#### Reminder

Note that some companies or organizations may require a special form. Contact the company or income source to make sure no other forms are required.

#### For Multiple Deductions

If you have more than one automatic deposit/deduction, please print additional forms as needed.





## Automatic Deposits

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

Company Address: \_\_\_\_\_

**To Whom It May Concern:**

I recently changed banks and request that my automatic deposit be switched to my new account at Fidelity Bank. My information is as follows:

Name on account: \_\_\_\_\_

Identifying number with your company: \_\_\_\_\_

Former Bank: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

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

**Please switch my automatic deposits to this account:**  Checking  Savings

**Fidelity Bank** Account Number: \_\_\_\_\_

**Fidelity Bank** ABA Routing Number: **091014924**

**Effective:**  Immediately  On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Address:** 7600 Parklawn Avenue, Edina, MN 55435-5187

I authorize your company to initiate credit entries to my account at Fidelity Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Automatic Deductions

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

Company Address: \_\_\_\_\_

**To Whom It May Concern:**

I recently changed banks and request that my automatic deduction be switched to my new account at Fidelity Bank. My information is as follows:

Name on account: \_\_\_\_\_

Identifying number with your company: \_\_\_\_\_

Former Bank: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

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

**Please switch my automatic deduction(s) to this account:**  Checking  Savings

**Fidelity Bank** Account Number: \_\_\_\_\_

**Fidelity Bank** ABA Routing Number: **091014924**

**Effective:**  Immediately  On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Address:** 7600 Parklawn Avenue, Edina, MN 55435-5187

I authorize your company to initiate debit entries from my account at Fidelity Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Switching Your Payroll Processing

If you currently use an outside source to process your payroll, complete the Payroll Processing Change Request form. This document will notify the payroll processor of the change in account information and the effective date for use of the new account.

### Helpful Hints

#### It's All in the Timing

Payroll processing typically begins two days before the paycheck date. For example, if you send payroll on Monday and the paycheck date is Friday, payroll processing begins on Wednesday. After processing begins, you cannot change the bank account for that payroll. Make sure to know what your cutoff dates/time are.

#### Reminder

Make certain that the account change has occurred before closing your old account. Note that some companies may require a special form. Contact the company to make sure no other forms are needed to switch payroll processing.







## Payroll Processing Change Request

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

Company Address: \_\_\_\_\_

**To Whom It May Concern:**

I recently changed banks and request that my company's payroll processing be switched to my new account at Fidelity Bank effective on \_\_\_\_/\_\_\_\_/\_\_\_\_. My information is as follows:

Name on account: \_\_\_\_\_

Identifying number with your company: \_\_\_\_\_

Former Bank: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

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

Effective \_\_\_\_/\_\_\_\_/\_\_\_\_, please start using my Fidelity Bank account for processing.

**Fidelity Bank** Account Number: \_\_\_\_\_

**Fidelity Bank** ABA Routing Number: **091014924**

**Address:** 7600 Parklawn Avenue, Edina, MN 55435-5187

I authorize your company to initiate processing from my account at Fidelity Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please call me at the number listed below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Closing Your Account

Notify your former bank that you are closing your account. Complete, sign and date the Account Closing form. Then send it to your former bank, after all of your existing activity has cleared and switched to Fidelity Bank.

### Helpful Hints

#### Timing is Everything

After all outstanding checks, automatic deposits and deductions have cleared, you're ready to close your former account.

#### For Multiple Accounts

If you have more than two accounts to close, please print additional forms as needed.

#### Wire Transfer\* Instructions

Beneficiary Bank Name: Fidelity Bank

Beneficiary Bank ABA/Routing Number: 091014924

Beneficiary Name: (Name as it appears on your account)

Beneficiary Account Number: (Your Fidelity Bank account number)

For International Wiring Instructions, please call Fidelity Bank's Wire Department at (952) 830-7253.

#### Reminder

Your former bank may require additional forms to close your account. Contact your former bank to make sure no other items are required.

\*Fee(s) may apply.



## Account Closing

Former Bank Name: \_\_\_\_\_

Former Bank Address: \_\_\_\_\_

**To Whom It May Concern:** This letter is to inform you that I am closing my account(s) at your bank.

**Effective:**  Immediately  On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Account #1

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

### Account #2

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

### Mailing Instructions for Official Check

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Wire Transfer Instructions

Beneficiary's Name: \_\_\_\_\_ Receiving Account #: \_\_\_\_\_

Beneficiary's Address: \_\_\_\_\_

Questions? Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(if needed)

\*Fee(s) may apply.



## Common Contacts

	Name	Phone Number/Website
<b>Credit Card Companies:</b>	American Express Merchant Acct	1-800-528-5200
	Discover Merchant Acct	1-800-347-2000
<b>Fed &amp; State Tax Payments:</b>	EFTPS Customer Enrollment	1-800-945-8400
	EFTPS Customer Service	1-800-555-4477
	State of MN Tax Payments	<a href="http://www.taxes.state.mn.us">www.taxes.state.mn.us</a>
	State of WI Tax Payments	<a href="http://www.dwd.state.wi.us.uitax/eft/creditinstruct.htm">www.dwd.state.wi.us.uitax/eft/creditinstruct.htm</a>
<b>Vendors:</b>	UPS	<a href="http://www.ups.com">www.ups.com</a>
	Fedex	<a href="http://www.fedex.com">www.fedex.com</a>
<b>Federal:</b>	Social Security Administration	1-800-772-1213
<b>Attorney:</b>		
<b>CPA:</b>		



## I would like more information on....

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Business Savings Account | <input type="checkbox"/> IRA                      | <input type="checkbox"/> Business Money Market Account |
| <input type="checkbox"/> Wire Transfer Services   | <input type="checkbox"/> Certificates of Deposit  | <input type="checkbox"/> Sweep Account                 |
| <input type="checkbox"/> Positive Pay             | <input type="checkbox"/> Small Business Loans     | <input type="checkbox"/> Merchant Services             |
| <input type="checkbox"/> Commercial Real Estate   | <input type="checkbox"/> Cash Management Services | <input type="checkbox"/> Express Deposit               |
| <input type="checkbox"/> Internet Banking         | <input type="checkbox"/> Personal Accounts        | <input type="checkbox"/> Check Imaging/CD ROM          |

### Important Information

Some companies require the use of their own forms to initiate the switching of accounts. In order to help facilitate this change from your existing account to your new Fidelity Bank bank account, we may ask you to provide your current banking information, including a previous bank statement and any forms supplied to you by the party originating the debit or credit.

### Important Information about procedures for opening a banking relationship

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens a banking relationship. What this means for you: When you open a banking relationship we will ask for your name, address, date of birth, and other information that allows us to identify you. We may also ask to see your driver's license or other identifying documents.

*All credit and loan products are subject to credit approval.*

