# Business Switch Kit

Thank you for your interest in our business products!

Making a switch to Atlas Bank is fast and simple with the Atlas Bank Business Switch Kit. We offer all the business banking products and services you need and the personal attention you deserve. Just follow the five steps below and soon you'll be on your way to personalized Business Banking. Make the switch today!

**Step 1: Open your Atlas Bank checking account**. Please visit one of our branches to do so. Our Customer Service team will be glad to help you through the account opening process. Make sure you bring the following:

- Required Business Documents
- Evidence of EIN or Social Security Number
- Primary identification of all signers
- $25 initial deposit

In addition, you will be asked to complete a Corporate Resolution Form that will be provided to you at our branch when you open your Atlas Bank business account.

**Step 2: Discontinue using your old account.** It can take up to two statement cycles for all your outstanding checks and other items to clear. In a meantime, go ahead and destroy any unused checks, deposit slips, ATM cards and debit cards.

**Step 3: Change automatic withdrawals and deposits and transfers.** We will be happy to assist you in changing all automatic transactions to your new account. This can be easily done with our Automatic Payment/Direct Deposit Authorization Form. You can also use our Payment/Deposit Checklist to identify your current payments, deposits and transfers.

**Step 4: Change accounts for payroll processing.** With our Payroll Processing Change Request Form it is easy and convenient to notify your payroll provider that you are making a switch to your new Atlas Bank account.

**Step 5: Close your old business checking account.** You do not have to go to the bank to close your old business checking account. After all checks and debit items are cleared, simply complete and send our Account Closure Request Form to your former bank for your account to be closed. A check will be sent to you for any remaining balance on you old account.