



Coulee Bank

Business Account Switch Kit

Member
FDIC

Get Started With Coulee Bank's Easy 4-Step Process

Welcome to Coulee Bank

At Coulee Bank it's our goal to do the legwork for you, so you can focus on the things that matter most to you. That starts with this Business Account Switch Kit, tailored to ensure a smooth and seamless transition of your banking to Coulee Bank.

Step 1

Open a new business checking account with Coulee Bank. Visit any Coulee Bank location to get started.

Step 2

Stop using your old business checking account. Make sure to keep the account open until all outstanding payments have cleared.

Step 3

Switch your automatic transfers and payments to your new Coulee Bank account. Use the forms in this kit to update your vendors and clients with your new banking information.

Step 4

Close your old business account. You can use the "Request to Close Account" letter attached in this packet. Utilize Coulee Bank's Treasury Services to electronically move your money and avoid a trip to the bank!

Do not hesitate to reach out should you run into any issues. Our dedicated Treasury Management team is here to help make your switch to Coulee Bank as seamless as possible.

Contact Our Treasury Management Team

Coulee Bank's dedicated Treasury Management team is here to help guide you through this process. You can reach them at **(952) 257-7563** or **treasury@couleebank.net**.

Automatic Payment Change Forms

Use copies of the forms below to request the transfer of automatic payments to your new Coulee Bank account. Complete a form for each automatic payment.

AUTOMATIC PAYMENT CHANGE FORM

To: _____ From: _____

Subject: Automatic Payment Change For my account: _____

Coulee Bank account #: _____ Coulee Bank routing #: 091800374 ☐ Checking
☐ Savings

Authorized signature: _____ Date: _____

Print name: _____ Title: _____ Phone: _____

Street address: _____ City: _____ State: _____ Zip: _____

Federal Tax identification number: _____

Please accept this memo as a notification that I have opened a new checking or savings account with Coulee Bank. You are currently authorized to receive automatic payments from my old account, which I am closing. Consequently, I am granting you permission to set up automatic payments from my new Coulee Bank account. The necessary account and routing numbers for establishing automatic payments are provided above. If this document is inadequate for setting up automatic payments from my new account, please contact me and send me a copy of your company form for my signature.

AUTOMATIC PAYMENT CHANGE FORM

To: _____ From: _____

Subject: Automatic Payment Change For my account: _____

Coulee Bank account #: _____ Coulee Bank routing #: 091800374 ☐ Checking
☐ Savings

Authorized signature: _____ Date: _____

Print name: _____ Title: _____ Phone: _____

Street address: _____ City: _____ State: _____ Zip: _____

Federal Tax identification number: _____

Please accept this memo as a notification that I have opened a new checking or savings account with Coulee Bank. You are currently authorized to receive automatic payments from my old account, which I am closing. Consequently, I am granting you permission to set up automatic payments from my new Coulee Bank account. The necessary account and routing numbers for establishing automatic payments are provided above. If this document is inadequate for setting up automatic payments from my new account, please contact me and send me a copy of your company form for my signature.

Request to Close Account(s)

To: _____

From: _____

Re: Request to Close Account(s) _____

Date: _____

To Whom it May Concern:

Please accept this letter as my written authorization to close the specified account(s) at your financial institution. I have ensured that all transactions are settled and have discontinued all automatic debits and credits to my account.

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

Thank you.

Please close the following account(s):

☐ Checking Account Number _____
Authorized signer _____
Authorized signer _____

☐ Savings Account Number _____
Authorized signer _____
Authorized signer _____

☐ Other Account Number _____
Authorized signer _____
Authorized signer _____

☐ Other Account Number _____
Authorized signer _____
Authorized signer _____

Thank you for processing this request immediately.

Account Owner Signature: _____

Date: _____

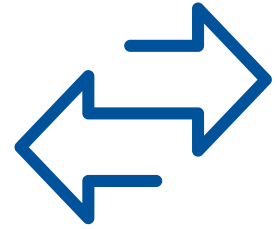
Account Owner Signature: _____

Date: _____

(If Applicable)

Coulee Bank

Business Switch Kit Checklist



Use this checklist to organize all account activity. This form is for your personal reference; there is no requirement to distribute.

Automatic Payments In

Company	Date Notified

Automatic Payments Out

Company	Date Notified

Checklist

- ☐ Old Account Closed
- ☐ Payroll Accounts Switched
- ☐ Merchant Accounts Switched