



# BUSINESS BANKING SWITCH KIT

## Welcome to Gateway Bank

Whether you need a checking or savings account, a loan to get started or expand, or a safe, reliable way to accept customer credit cards, we can help. Committed to exceeding your expectations with unparalleled quality, professional expertise, and personal service, we're here to support you and your business. We look forward to serving as your banking partner.

### In this kit you'll find:

- Helpful information on how to proceed.
- Handy worksheets to keep track of account information, automated deposits and automated payments.
- Letters to redirect your automatic deposits, payments and payroll processing service through your new account.
- A worksheet to reconcile your old account.
- An account closing notification letter for your former bank.

745 Market Street, Mendota Heights, MN 55118 | 651-209-4800  
4530 France Avenue South, Suite 200, Edina, MN 55410 | 952-465-3890

## Let's Get Started

We've taken the hassle out of moving your business account from your old bank with step-by-step instructions and simple-to-complete forms.

### **Step 1. Open and start using your Gateway Bank account.**

We will help you to choose the accounts and services that best fit you.

### **Step 2. Create your electronic transaction checklist.**

It only takes a minute to review your old account for direct deposits and automatic payments. Use the enclosed Transaction Checklist to identify all direct deposits and automatic payments. If you'd like to bring your old statements into the bank, we can help you through this process.

### **Step 3. Change online and recurring deposits and withdrawals.**

Use the Transaction Checklist to change all direct deposits and automatic payments to your new Gateway Bank account. Be sure to remember automatic payments from your debit card. While most direct deposit or automatic payments can be changed online or by phone, paper change forms are also included in this kit for your convenience.

### **Step 4. Close your former account.**

There is a reconciliation worksheet included to keep track of all of your checks and expenses that may still clear your account during the switch. After all of your checks have cleared and your direct deposits and automatic payments begin posting to your new Gateway Bank account, complete and send the Request to Close Account(s) form to your former bank. We will be happy to assist you with completing and sending this form. Some institutions may require additional information. After account is closed, shred all checks and cards linked to that account.

If you have additional questions, don't hesitate to call us, or talk to an associate at one of our bank locations.

## OPEN GATEWAY BANK ACCOUNT

For each new business account established, we will need the following documentation:

- Signed Business Account Application (provided by Gateway Bank)
- Proof of Tax Identification Number (i.e., SS-4 Form, Tax Return)
- Certification of Beneficial Owners Form (provided by Gateway Bank)
- Articles of Incorporation (S or C Corp) OR
- Member Control Agreement (LLC) OR
- Partnership Agreement
- Certificate of Assumed Name (doing business under another name)
- Individuals having access to your business account (whether information - only or checking signing authority) will need to complete the information found on the Consumer Account Application, and provide their Driver's License and Proof of Social Security Number

## ELECTRONIC TRANSACTION CHECKLIST

Direct Deposits: List all direct deposits to your old bank account(s).

Deposit Type	Company or Institution Name	Account Number	Amount	Date of Deposit	Completed
Example	Realty / 555-555-5555	#12345678	\$500.00	15th of Month	✓
Commissions					
Dividends					
Reimbursements					
Tax Refunds					

Keep your new Gateway Bank routing and account number accessible for direct deposit and automatic withdrawal requests. Our routing number is: 096017337



## ELECTRONIC TRANSACTION CHECKLIST

Automatic Payments/Transfers: List all withdrawals from your old bank account(s). Don't forget those accounts that might use your old debit card number.

Withdrawal Type	Company or Institution Name	Account Number	Amount	Date of Deposit	Completed
Example	Car Company / 555-555-5555	#12345678	\$500.00	15th of Month	✓
Credit Card					
Insurance					
Mortgage/Rent					
Utilities					
Loan Payment					

### Payment Set-Up

To switch each payment, contact the companies you want to make payments to and provide them with your new information. This may be done by using the "Request to Transfer Automatic Payment," by phone or online at the company's website. If you are switching to a Bill Payment or a Debit Card payment option, make sure the company cancels any other automatic payment set up.

If you'd like to use our Bill Payment product log on to Online Banking, click "Bill Pay" and follow the instructions to complete your set-up.

Keep your new Gateway Bank routing and account number accessible for direct deposit and automatic withdrawal requests. Our routing number is: 096017337

# REQUEST TO TRANSFER DIRECT DEPOSIT

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

Deposit Originating Company Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

**To whom this may concern:**

**This letter serves as a request to have our Direct Deposit transferred to our new account with Gateway Bank.**

**Our information is as follows:**

Account Number with Deposit Originating Company (if applicable): \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

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

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

**The Direct Deposit is currently being deposited to the following account:**

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

Former Bank ABA Routing #: \_\_\_\_\_ Former Bank Acct. #: \_\_\_\_\_

Checking

Savings

**Please redirect the Direct Deposit to our account with Gateway Bank as follows:**

Gateway Bank Address: \_\_\_\_\_ 745 Market Street Mendota Heights, MN 55118

Gateway Bank Routing #: 096017337 Gateway Bank Acct. #: \_\_\_\_\_

Checking

Savings

(Includes: Money Market, Treasury Savings, and HSA Accounts)

**Make this change effective as of:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Sincerely,**

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

Name (printed): \_\_\_\_\_

# REQUEST TO TRANSFER DIRECT DEPOSIT

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

Deposit Originating Company Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

**To whom this may concern:**

**This letter serves as a request to have our Direct Deposit transferred to our new account with Gateway Bank.**

**Our information is as follows:**

Account Number with Deposit Originating Company (if applicable): \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

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

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

**The Direct Deposit is currently being deposited to the following account:**

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

Former Bank ABA Routing #: \_\_\_\_\_ Former Bank Acct. #: \_\_\_\_\_

Checking

Savings

**Please redirect the Direct Deposit to our account with Gateway Bank as follows:**

Gateway Bank Address: \_\_\_\_\_ 745 Market Street Mendota Heights, MN 55118

Gateway Bank Routing #: 096017337 Gateway Bank Acct. #: \_\_\_\_\_

Checking

Savings

(Includes: Money Market, Treasury Savings, and HSA Accounts)

**Make this change effective as of:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Sincerely,**

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

Name (printed): \_\_\_\_\_

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

Deposit Originating Company Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

**To whom this may concern:**

**This letter serves as a request to have our Direct Deposit transferred to our new account with Gateway Bank.**

**Our information is as follows:**

Account Number with Deposit Originating Company (if applicable): \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

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

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

**The Direct Deposit is currently being deposited to the following account:**

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

Former Bank ABA Routing #: \_\_\_\_\_ Former Bank Acct. #: \_\_\_\_\_

Checking

Savings

**Please redirect the Direct Deposit to our account with Gateway Bank as follows:**

Gateway Bank Address: \_\_\_\_\_ 745 Market Street Mendota Heights, MN 55118

Gateway Bank Routing #: 096017337 Gateway Bank Acct. #: \_\_\_\_\_

Checking

Savings

(Includes: Money Market, Treasury Savings, and HSA Accounts)

**Make this change effective as of:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Sincerely,**

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

Name (printed): \_\_\_\_\_



# REQUEST TO TRANSFER AUTOMATIC PAYMENT

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

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

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

City/State/ZIP: \_\_\_\_\_

**To whom this may concern:**

**This letter serves as a request to have our Automatic Payment transferred to our new account with Gateway Bank.**

**Our information is as follows:**

Account Number with Payee Company: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

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

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

**The Automatic Payment is currently being withdrawn from our account with:**

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

Former Bank Routing #: \_\_\_\_\_ Former Bank Acct. #: \_\_\_\_\_

Checking

Savings

**Please redirect the Automatic Payment to our account with Gateway Bank as follows:**

Gateway Bank Address: \_\_\_\_\_ 745 Market Street Mendota Heights, MN 55118

Gateway Bank Routing #: 096017337 Gateway Bank Acct. #: \_\_\_\_\_

Checking

Savings

(Includes: Money Market, Treasury Savings, and HSA Accounts)

**Make this change effective as of:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Sincerely,**

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

Name (printed): \_\_\_\_\_

# REQUEST TO TRANSFER AUTOMATIC PAYMENT

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

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

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

City/State/ZIP: \_\_\_\_\_

**To whom this may concern:**

**This letter serves as a request to have our Automatic Payment transferred to our new account with Gateway Bank.**

**Our information is as follows:**

Account Number with Payee Company: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

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

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

**The Automatic Payment is currently being withdrawn from our account with:**

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

Former Bank Routing #: \_\_\_\_\_ Former Bank Acct. #: \_\_\_\_\_

Checking

Savings

**Please redirect the Automatic Payment to our account with Gateway Bank as follows:**

Gateway Bank Address: \_\_\_\_\_ 745 Market Street Mendota Heights, MN 55118

Gateway Bank Routing #: 096017337 Gateway Bank Acct. #: \_\_\_\_\_

Checking

Savings

(Includes: Money Market, Treasury Savings, and HSA Accounts)

**Make this change effective as of:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Sincerely,**

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

Name (printed): \_\_\_\_\_

# REQUEST TO TRANSFER AUTOMATIC PAYMENT

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

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

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

City/State/ZIP: \_\_\_\_\_

**To whom this may concern:**

**This letter serves as a request to have our Automatic Payment transferred to our new account with Gateway Bank.**

**Our information is as follows:**

Account Number with Payee Company: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

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

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

**The Automatic Payment is currently being withdrawn from our account with:**

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

Former Bank Routing #: \_\_\_\_\_ Former Bank Acct. #: \_\_\_\_\_

Checking

Savings

**Please redirect the Automatic Payment to our account with Gateway Bank as follows:**

Gateway Bank Address: \_\_\_\_\_ 745 Market Street Mendota Heights, MN 55118

Gateway Bank Routing #: 096017337 Gateway Bank Acct. #: \_\_\_\_\_

Checking

Savings

(Includes: Money Market, Treasury Savings, and HSA Accounts)

**Make this change effective as of:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Sincerely,**

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

Name (printed): \_\_\_\_\_

# REQUEST TO TRANSFER PAYROLL PROCESSING SERVICE

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

Payroll Processing Service Company Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

**To whom this may concern:**

**This letter serves as a request to have our payroll processing transferred to our new account with Gateway Bank.**

**Our information is as follows:**

Account Number with Payroll Processing: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

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

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

**The payroll is currently being withdrawn from our account with:**

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

Former Bank Routing #: \_\_\_\_\_ Former Bank Acct. #: \_\_\_\_\_

Checking

Savings

**Please begin processing through our account with Gateway Bank as follows:**

Gateway Bank Address: \_\_\_\_\_ 745 Market Street Mendota Heights, MN 55118

Gateway Bank Routing #: 096017337 Gateway Bank Acct. #: \_\_\_\_\_

Checking

Savings

(Includes: Money Market, Treasury Savings, and HSA Accounts)

**Make this change effective as of:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Sincerely,**

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

Name (printed): \_\_\_\_\_

## RECONCILIATION WORKSHEET

Before you close your old account, you'll need to make certain that all checks have been paid, and that all of your automatic direct deposits and payments are being received in your new Gateway Bank account. You can reconcile your old account below to verify that all entires you expected have cleared.

<b>Checks &amp; Debits Outstanding</b> - Checks that have been written and purchases that have been made but are not shown on statement	
Check Number, Debit or Payment	Amount
<b>Total of checks outstanding</b>	<b>\$</b>
Reconciled as of	/ /
ENTER Statement Balance	\$
ADD Deposits made after Statement Date	+
	+
	+
Total	\$
<b>Bank Balance</b>	<b>\$</b>
Should agree with your checkbook balance after deducting charges and adding credits listed on statement but not shown in checkbook	



## REQUEST TO CLOSE ACCOUNT(S)

To (Former Financial Institution): \_\_\_\_\_

From (Company Name): \_\_\_\_\_

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

Please accept this letter as written authorization to close the following account(s) at your financial institution. All outstanding transactions have cleared and electronic deposits and withdrawals have been discontinued.

Please issue a check for any remaining balance and send it to my attention at the following address:

Street Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Please close the following account(s):

- Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_
- Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_
- Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Thank you.

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

Name (printed): \_\_\_\_\_

### NOTARY OF PUBLIC

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_.

\_\_\_\_\_

## ACCOUNT CLOSING CHECKLIST

- Transfer all electronic deposits (Commissions, Tax Refunds, Reimbursements, etc)
- Transfer all electronic payments (Rent, Insurance, Payroll Processing, Utilities, etc)
- Make sure all final payments and deposits clear former bank account
- Shred any unused checks, deposit slips, etc.
- Shred all cards associated with account
- Send request to close account form to former bank
- Watch to make sure payments and deposits start to clear your new Gateway Bank account
- Use our Online Banking, or call us, to verify automatic payments and deposits in your new account





