



# U.S. Bank Business EZ Switch Kit

Thank you for choosing U.S. Bank. Our business EZ Switch Kit is designed to assist with transitioning your activity seamlessly. Simply follow the five easy steps below to complete your transfer to U.S. Bank.



## **Step 1: Open a new business checking account.**

**Tip:** Write down the routing number and your new business checking account number. You will need this information to change your automatic payments and direct deposits from your old account to your new U.S. Bank Account.

## **Step 2: Stop using your old business checking account.**

**Tip:** Keep the account open until all outstanding checks have cleared and your automatic payments and transactions have been switched over to your new U.S. Bank account.

## **Step 3: Transfer your automatic transactions to U.S. Bank.**

**Tip:** Contact your vendors and merchants who may send automatic payments to your old account and notify them of the new U.S. Bank routing and account number.

## **Step 4: Switch your automatic payments.**

Payments such as dues, utility bills and vendor payments that are automatically debited from your account will need to be notified of the new U.S. Bank account.

**Tip:** Have your new checking account number and routing transit number handy when you call to switch. If they require written notification, included are our easy Automatic Payments Change Forms to assist with your switch.

## **Step 5: Close your old business account.**

Once all your checks have cleared and your automatic payments and direct deposits are successfully being deducted or credited from your new U.S. Bank account, close your old account. The included Request to Close Account Form can be used to notify your old bank.

**Tip:** If you have old checks, bring them to any U.S. Bank location and we can securely shred or destroy the old inventory and order new deposit materials.

For more information please contact your local branch.

**It's that easy.**



# Automatic Payment Change Form

To: \_\_\_\_\_ From: \_\_\_\_\_

Subject: Automatic Payment Change For my account: \_\_\_\_\_

Please accept this memo as notification that I have established a new checking or savings account with U.S. Bank. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new U.S. Bank account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from my new U.S. Bank account. Attached you will find a voided check from my new U.S. Bank checking account. (Not necessary to attach documents for new savings account.)

U.S. Bank account # \_\_\_\_\_ U.S. Bank routing # \_\_\_\_\_  Checking  Savings

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal Tax Identification number: \_\_\_\_\_

at U.S. Bank's: \_\_\_\_\_ branch. Branch phone #: \_\_\_\_\_ Branch fax #: \_\_\_\_\_

If this form is not sufficient to establish automatic payments from my new checking account, please contact me and send me a copy of your company form for my signature.



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Attach Voided Check Here  
From New U.S. Bank Checking Account

# Automatic Payment Change Form

To: \_\_\_\_\_ From: \_\_\_\_\_

Subject: Automatic Payment Change For my account: \_\_\_\_\_

Please accept this memo as notification that I have established a new checking or savings account with U.S. Bank. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new U.S. Bank account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from my new U.S. Bank account. Attached you will find a voided check from my new U.S. Bank checking account. (Not necessary to attach documents for new savings account.)

U.S. Bank account # \_\_\_\_\_ U.S. Bank routing # \_\_\_\_\_  Checking  Savings

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal Tax Identification number: \_\_\_\_\_

at U.S. Bank's: \_\_\_\_\_ branch. Branch phone #: \_\_\_\_\_ Branch fax #: \_\_\_\_\_

If this form is not sufficient to establish automatic payments from my new checking account, please contact me and send me a copy of your company form for my signature.



Equal Housing Lender. Deposit products are offered by U.S. Bank National Association. Member FDIC. ©2019 U.S. Bank. 219903c 7/19

Attach Voided Check Here  
From New U.S. Bank Checking Account

# Request to Close Account(s)

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: Request to Close Account(s) Date: \_\_\_\_\_

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all automatic debits and credits to my account.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please close the following account(s):

Checking account \_\_\_\_\_

Authorized signer \_\_\_\_\_

Authorized signer \_\_\_\_\_

Savings/Money Market Account \_\_\_\_\_

Authorized signer \_\_\_\_\_

Authorized signer \_\_\_\_\_

Business Check Card \_\_\_\_\_

Authorized signer \_\_\_\_\_

Authorized signer \_\_\_\_\_

Business Credit Card \_\_\_\_\_

Authorized signer \_\_\_\_\_

Authorized signer \_\_\_\_\_

Your prompt attention to this matter will be greatly appreciated. Thank you.



# U.S. Bank EZ Switch Guide

Use this checklist to organize all account activity and ensure a smooth transition. This form is for your organization and reference.

There is no need to distribute.

U.S. Bank Routing Number: \_\_\_\_\_

U.S. Bank Routing Number: \_\_\_\_\_

## Automatic Payments In

Company	Date notified	Switched?

## Automatic Payments Out

Company	Date notified	Switched?

Old Account closed? \_\_\_\_\_

Payroll Accounts Switched? \_\_\_\_\_

Merchant Accounts Switched? \_\_\_\_\_

Let us help you with your Merchant Account. Please provide your two most recent statements and a Payment Solutions Consultant will follow up with you within one business day.

