



**A**ndroscoggin  
Bank

**Switching banks for your  
business just got easier.**

**Androscoggin Bank Switch Kit**

Member FDIC | Equal Housing Lender

# 5-STEP SWITCH KIT FOR BUSINESSES



This switch kit and the accompanying forms are designed to streamline the process of transferring your business accounts to Androscoggin Bank.

Please note that while we provide these forms to facilitate the transition, acceptance is not guaranteed by all institutions. Some organizations may require in-person or mailed requests, or additional documentation beyond what is provided here.

**Important Reminder:** Keep your sensitive account details secure. If you print this document, consider shredding it after use. If you choose to email any information, please be cautious, as email may not be a secure communication method.



# THE 5-STEP PROCESS

1

## OPEN YOUR ANDROSCOGGIN BANK BUSINESS ACCOUNTS

Visit any of our conveniently located branches or use our website to open your business accounts today. Whether it is personal or business, we have you covered.

2

## START TO GET ORGANIZED

Use this 5-Step Switch Kit to organize the direct deposits and automatic payments that will be switched to your new Androscoggin Bank business accounts.

3

## TRANSFER YOUR AUTOMATIC DEPOSITS

Send the Automatic Deposit Authorization Form to your vendors and merchant processors so they can automatically deposit funds into your new accounts. This form can also be used to transfer any other automatic deposits to your new accounts.

4

## MOVE YOUR AUTOMATIC PAYMENTS

Send the Automatic Payment Authorization Form to each of your creditors to transfer any automatic payments to your new Androscoggin Bank accounts.

5

## CLOSE YOUR OLD ACCOUNTS

Use the Account Closing Letter to instruct your previous financial institution to close your business accounts and detail how to disburse any remaining funds. Ensure all checks and debits have cleared before closing your old account.

# STEP 2: GET ORGANIZED

**Gather the most recent statements from your current financial institution.** Be sure to include details for payroll, inventory, subscriptions, merchant processing, and any other accounts tied to your business

**DIRECT DEPOSITS:** List all direct deposits to your account(s).

Deposit Type	Company Name	Account Number	Amount	Date

**AUTOMATIC PAYMENTS:** List all withdrawals from your account(s).

Withdrawal	Company Name	Account Number	Amount	Date

# STEP 2: GET ORGANIZED

For business accounts at Androscoggin Bank, the following documents are needed, dependent on what your business identifies as:

## **Sole Proprietorship with documentation**

- Fictitious Name Statement (if applicable)
- Business License (if applicable)

## **Sole Proprietorship without documentation**

- Information on the Owner
- Business in Owner Name Only

## **Corporation**

- Articles of Incorporation
- Document of Resolution
- Beneficial Owner information for those owning 25% or more of the company AND one individual with managerial control over the legal entity

## **Partnership with documentation**

- Certificate of Partnership/Articles of Partnership
- Partnership agreement
- Beneficial Owner information for those owning 25% or more of the company AND one individual with managerial control over the legal entity

## **Partnership without formal documentation**

- Partnership agreement
- Beneficial Owner information for those owning 25% or more of the company AND one individual with managerial control over the legal entity

## **Limited Liability Company**

- Articles of Organization/LLC
- Operating Agreement
- Beneficial Owner information for those owning 25% or more of the company AND one individual with managerial control over the legal entity

## **Associations**

- Bylaws, Board Resolution
- Meeting Minutes
- If unincorporated, Beneficial Owner Information is not applicable

## **Non-Profits**

- IRS Form 501C3
- Articles of Incorporation
- One individual with managerial control over the legal entity





## STEP 3: Transferring direct deposits

Use Automatic Deposit Authorization Form to notify vendors, merchant processors and other sources to redirect deposits to your Androscoggin Bank account.

Tip: Attach a voided Androscoggin Bank check to this form. A starter check from when you opened your account will suffice. Feel free to make copies of the form as needed.

# STEP 3: TRANSFERRING DIRECT DEPOSITS

## DIRECT DEPOSIT AUTHORIZATION FORM

**Attention:** (Enter the company you want deposits directed from here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

**From:** (Enter your personal information here)

CUSTOMER NAME		
CUSTOMER ADDRESS		
CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER (IF REQUIRED)		PHONE NUMBER

**To Whom It May Concern,**

I have switched my accounts to Androscoggin Bank. Please stop depositing funds into my old account and start depositing them into my new Androscoggin Bank account, as specified below.

### New Account Information:

ANDROSCOGGIN BANK ROUTING NUMBER		
ACCOUNT NUMBER	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
ACCOUNT NUMBER	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
SIGNATURE	DATE	

DEPOSIT:  Total Amount  \$ into CHECKING account listed above  
DEPOSIT:  Total Amount  \$ into SAVINGS account listed above

\*Note, be sure to include a voided Androscoggin Bank check with this form.





## STEP 4: Transferring automatic payments

Complete Automatic Payment Authorization Form to transfer your automatic payments to Androscoggin Bank, or to set up new ones from your account. Allow sufficient time for the first payments to take effect.

Tip: Attach a voided Androscoggin Bank check to this form. A starter check from when you opened your account will suffice. Feel free to make copies of the form as needed.



# STEP 4: TRANSFERRING AUTOMATIC PAYMENTS

## AUTOMATIC PAYMENT AUTHORIZATION FORM

**Attention:** (Enter the company you want payments directed to here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

**From:** (Enter your personal information here)

CUSTOMER NAME		ACCOUNT NUMBER
CUSTOMER ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		

To Whom It May Concern,

I have recently moved my accounts to Androscoggin Bank. Please redirect my automatic payments from my previous account to my new Androscoggin Bank account, as detailed below.

EFFECTIVE:  Immediately  Beginning \_\_\_ / \_\_\_ / \_\_\_  
PAY:  Total Amount  \$

**New Account Information:**

ANDROSCOGGIN BANK ROUTING NUMBER	
ACCOUNT NUMBER	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
SIGNATURE	DATE

\*Note, be sure to include a voided Androscoggin Bank check with this form.





## STEP 5: Closing your old accounts

Use the Account Closing Letter to instruct your previous bank to close your account(s) and transfer any remaining funds. Ensure all checks and debits have cleared before closing the account, and inquire about any potential closing fees.

# STEP 5: CLOSING ACCOUNTS

## ACCOUNT CLOSING LETTER

**Attention:** (Enter your old financial institution's information here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

To Whom It May Concern,

Please consider this letter as authorization to close my account(s) listed below with your institution. Kindly issue a cashier's check in my name for the remaining balance(s) and any accrued interest (if applicable).

Account Type	Account Number	Account Owner Names

**Please send all closing balances to:** (Enter your personal information here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		

PRIMARY ACCOUNT OWNER SIGNATURE	DATE
SECONDARY ACCOUNT OWNER SIGNATURE	DATE