

BUSINESS SWITCH KIT

Switching your business account can seem overwhelming, but our Business Switch Kit is designed to help you maneuver seamlessly through the process and set you up for success.

Remember, your Chief Financial Business Specialist will be there to help!

STEP 1

Open your Chief Financial account at any branch.

Set up your Chief Online account with your account representative.

Receive your Debit Card & order checks before you leave.

STEP 2

Use your Chief Financial Business Switch Kit to easily:

Switch recurring deposits & payments.
Set up Bill Pay.

Notify your key professional service providers.

STEP 3

Set up your BuyLocally platform and create your special offers.

Call your old bank to close your old account.



800-844-5440 x2115 | chiefonline.com

YOUR SWITCH KIT IS ATTACHED
LET'S GET STARTED...



BUSINESS SWITCH KIT

Important Notice: The Chief Financial Business Switch Kit contains sensitive information and should be kept secure. Please consider shredding all switch kit documentation after completing your account set up. If you wish to send these documents via email, please only do so through secure methods.

Chief Financial Routing Number: 272483785

New Chief Financial Business Checking Number: _____

New Chief Financial Business Debit Card Number: _____

DEPOSITS

Recurring deposits to your account (credits):

Notify any parties that automatically deposit funds into your account before setting up payments to minimize any disruption in cash flow.

Company/Payer	Account Number	Next Deposit Date	Amount	Date Notified Payer	Verified
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>

Merchant Services:

Ensure that your merchant services provider has the necessary information to deposit your card processing transactions into your new Chief Financial Business Checking Account.

Merchant services processor	Next Deposit Date	Date Notified	Verified
_____	_____	_____	<input type="checkbox"/>



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PAYMENTS

Recurring payments from your account (dedits):

Once your account is adequately funded, notify service providers of your new account and card information. Do not forget about quarterly, semi-annually or annual payments.

Company/Payee	Account Number	Next Payment Date	Amount	Date Notified Payee	Verified
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>

Bill Payments

Copy and set up your Bill Pay information in advance for easy payments at due dates.

Company/Payee	Account Number	Next Due Date	Amount	Recurring Selected	Set Up
_____	_____	_____	_____	Y N	<input type="checkbox"/>
_____	_____	_____	_____	Y N	<input type="checkbox"/>
_____	_____	_____	_____	Y N	<input type="checkbox"/>

Outstanding Checks

Payable To	Check Number	Amount	Date Written	Cleared
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>



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PAYROLL

Payroll Funding Account

Ensure that your payroll provider has the necessary information to fund your next payroll.

Payroll Provider	Next Payment Date	Date Notified	Verified
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

OTHER

Other consultants for financial service providers to notify

Include anyone that may need to be notified of your account change: accountant, attorney, insurance, etc.

Partner/Consultant	Service Provided	Date Notified	Verified
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Old accounts to close

To ensure a seamless transition, be sure to allow time for all outstanding payments to clear. This may take several business days, or possibly months.

Financial Institution	Routing Number	Account Number	Type	Date Requested	Verified
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>