



# SECURITY BANK & TRUST CO.

## BUSINESS ACCOUNT SWITCH KIT

At Security Bank & Trust, we believe that your time is valuable, which is why we provide the tools necessary to run your business more effectively and efficiently. Take a moment to explore this Business Banking Switch Kit. It's designed to simplify your transition to Security Bank. Please note that all of the forms included in this switch kits are PDF fillable.

### Step 1

Open a new business checking account and collect your account information. You will need this information to change your automatic payments and direct deposits from your old account to your new Security Bank account. The included ***Request to transfer payroll/direct deposit*** form can be used to notify your processor.

### Step 2

Transfer your automatic transactions to Security Bank. Contact your vendors and merchants who may send automatic payments to your old account and notify them of the new Security Bank routing and account number. If they require written notification, use the ***Request to transfer automatic payments*** form.

### Step 3

Stop using your old business account. Keep the account opened until all outstanding debits/credits have cleared. The included ***Reconciliation worksheet*** can be used to make sure that all entries have been switched to your new account.

### Step 4

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

## Request to Transfer Automatic Payments

<b>To</b>		
Company Name		
Account Number/Client ID		
<b>Your Business Information</b>		
Company Name		
Address		
City	State	Zip
Phone Number		
Contact Name/Title		
Email Address		
<b>Former Bank Information</b>		
Former Bank Name		
Former Bank ABA Routing Number	Former Bank Account Number	
<b>Security Bank Information</b>		
Security Bank ABA Routing Number	Security Bank Account Number	
Security Bank Address		
Security Bank Contact		
Security Bank Contact Phone Number		

This is to inform you that I have moved my bank account to Security Bank & Trust Co. Should you have any questions in processing this request, please call me at the number listed below.

Sincerely,

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Signature

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Date

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Contact Number

## Request to Transfer Payroll/Direct Deposit

<b>To</b>		
Company Name		
Account Number/Client ID		
<b>Your Business Information</b>		
Company Name		
Address		
City	State	Zip
Phone Number		
Contact Name/Title		
Email Address		
<b>Former Bank Information</b>		
Former Bank Name		
Former Bank ABA Routing Number	Former Bank Account Number	
<b>Security Bank Information</b>		
Security Bank ABA Routing Number	Security Bank Account Number	
Security Bank Address		
Security Bank Contact		
Security Bank Contact Phone Number		

This is to inform you that I have moved my bank account to Security Bank & Trust Co. Should you have any questions in processing this request, please call me at the number listed below.

Sincerely,

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Signature

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Date

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Contact Number

## Request to Close Account(s)

To		
Company Name		
Account Number/Client ID		
Your Business Information		
Company Name		
Address		
City	State	Zip
Phone Number		
Contact Name/Title		
Email Address		

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 address listed above. Your prompt attention to this matter will be greatly appreciated.

Sincerely,

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Signature

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Date



## Incoming Wire Instructions

Use the information listed below to receive wires into your Security Bank & Trust Co. account. Make sure to add your account information in the “For Further Credit” section.

Beneficiary Bank	
Bank Name	United Bankers Bank
Street Address	1650 W 82nd St
City, State, Zip	Bloomington, MN 55431
ABA/Routing Number	091001322
Swift Code (International Use Only)	UBBKUS44

Beneficiary	
Beneficiary Name	Security Bank & Trust Co.
Street Address	735 11th St E
City, State, Zip	Glencoe, MN 55336
Account Number	250-8203

For Further Credit	
Customer Name	
Customer Account Number	
Customer Street Address	
Customer City, State, Zip	

**\*\*\*Please note that the ABA number differs for ACH transactions:  
ACH ABA Number is 091916161**

# FAX

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

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

Phone: \_\_\_\_\_ # of Pages (including cover): \_\_\_\_\_

Re: \_\_\_\_\_

Comments: