Switch Form

Account Information

□ Sole Proprietor □ Partnership □ Corporation
□ LLC □ Nonprofit □ Other

Business Name				
Business Address	Street	City	State	Zip
Mailing Address	Street	City	State	Zip
Taxpayer ID No.		Business Phone		
Signer:	First	M	Last	
Position / Title		Social Security No.		
Driver's License No.		State Issued / Exp. Date		
Home Address	Street	City	State	Zip
Date of Birth				
Cell Phone		Home Phone		

Additional Signers

If you have additional signers, please provide the necessary information on a separate paper, or fill out additional copies of this form. To help us provide faster service, please also provide:

- A voided copy of your current check
- The number of endorsement stamps needed
- A copy of your deposit tickets
- A copy of your legal organizational documents

Contact Person	Phone No.

Current Account Relationship

Financial Institution	Type of Account	Average Daily Balance
Financial Institution	Type of Account	Average Daily Balance

Signature of Business Applicant	Date

You authorize us to request and obtain one or more credit reports about you from one or more credit reporting agencies for the purposes of considering your application for the Account, reviewing or collecting any account opened for you, or for any other legitimate business purpose. You authorize us to disclose information about your account to a credit reporting agency if your account was closed because you have abused it.

FDIC

406 Bay Street, Petoskey Michigan 49770
231.487.1765 www.tbonm.com

130 South Union Street, Traverse City Michigan 49684
231.922.2101 www.tbonm.com

THE BANK OF
northern michigan

Switch Checklist

Use this checklist as you complete the process of switching your accounts to The Bank of Northern Michigan.

Open New Accounts

- ☐ We can help you get set up with the right account for your business. We will also help you understand the benefits of OnLine Banking, Merchant Services, Direct Deposit for employees, Courier Service, OnSite Banking, Check Imaging, and more.

Please bring the following information with you into the bank:

- ☐ The completed Business Switch Form
- ☐ Business documentation (e.g. Articles of Incorporation, Certificate of Good Standing, Operating Agreement, etc.)
- ☐ EIN or SSN
- ☐ A voided check from your previous account

Stop Using Previous Accounts:

- ☐ Allow up to 30 days for any outstanding checks and/or EFT transfers to clear.

Switch Automatic Payments:

- ☐ Call the companies with whom you currently conduct automatic payments. These include businesses such as the utility company, electric company, equipment leasing company, insurance company, cable or Internet service provider, commercial mortgage company, etc.
- ☐ To switch your automatic payment account, these companies will require that you personally provide verbal authorization, or complete their standard forms.
- ☐ Also make changes to any automatic payments which require your debit card number.

Close Previous Accounts:

- ☐ Call or visit your former bank and request to close your accounts.
- ☐ We'll shred your old, unused business checks, deposit slips, and ATM or check cards.

Ask Questions:

- ☐ We are ready to help you in any way possible. Please contact us at one of the numbers below, or visit our website at www.tbonm.com.

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