



## GO GREEN! Business Switch Kit

### Welcome to 3rd Federal Bank!

We know that you have choices in banking, and we are pleased that you selected the Green Team to help you meet your financial goals.

The GO GREEN! Business Switch Kit has been designed to help you make a quick and easy transition to your new account(s) with 3rd Federal Bank. The business switch kit contains everything you need to get started:

- worksheets on which to gather all the necessary financial information
- information for your new account
- previous financial institution information
- accounts and services in which you are interested
- automatic payments information
- business online bill pay data
- change automatic payments authorization form
- close account request and authorization form

Simply print the GO GREEN! Business Switch Kit and complete the information and forms as applicable to your needs. Once you're done, bring your complete GO GREEN! Business Switch Kit to a 3rd Federal branch office near you, and a Green Team member will promptly assist you in getting your account(s) opened.





## GO GREEN! Business Switch Kit

### Business Information for Your Account

Business Name _____		Business Type	<input type="checkbox"/> Sole Proprietorship
Address _____			<input type="checkbox"/> Partnership
City, State Zip _____			<input type="checkbox"/> Corporation
Employer Identification Number (EIN) _____			
Business Phone _____		Business Cell Phone _____	
Email Address _____			
Web Site _____		Fax Number _____	
Authorized Signer Name _____			
DL # _____	State _____	Exp. Date _____	Date of Birth _____
Authorized Signer Name _____			
DL # _____	State _____	Exp. Date _____	Date of Birth _____
Authorized Signer Name _____			
DL # _____	State _____	Exp. Date _____	Date of Birth _____

We will need you to provide a copy of business registration, i.e., Fictitious Name Registration, Limited Partnership, LLC Registration or Incorporation Documents upon your first branch visit.

### Previous Financial Institution Information

Previous financial institution _____	
Account Type* _____	ACCT # _____
Account Type* _____	ACCT # _____
Account Type* _____	ACCT # _____
Account Type* _____	ACCT # _____
Account Type* _____	ACCT # _____
Account Type* _____	ACCT # _____

\*Type = checking, savings, money market, CD, loan, etc.



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### Accounts and Services

Please indicate accounts and services in which you are interested.

- Business checking accounts
- Business savings accounts
- Money market accounts
- Personal checking accounts
- Certificates of deposit
- IRA products
- ATM/Visa check card
- Online banking and GreenPay
- Cash Management
- Greenline Banking--telephone
- Consumer loans and mortgages
- Promotional offers
- Commercial loan
- Commercial line of credit
- Term loans
- Equipment loans
- Commercial mortgages
- Construction loans

### Automatic Payment Information

If you currently have automatic payments scheduled from your account(s), (i.e. mortgage, insurance, credit cards), complete the information below and the Green Team will provide you with the necessary paperwork to transfer or initiate your automatic payments. Please note, this does not include online bill payments; see separate section.

Company name	Account #	Amount \$
Address		
Company Name	Account #	Amount \$
Address		
Company Name	Account #	Amount \$
Address		
Company name	Account #	Amount \$
Address		
Company Name	Account #	Amount \$
Address		
Company Name	Account #	Amount \$
Address		
Company name	Account #	Amount \$
Address		
Company Name	Account #	Amount \$
Address		
Company Name	Account #	Amount \$
Address		



## GO GREEN! Business Switch Kit

### Online Bill Pay Information

Online banking is the easiest way to manage your money. 3rd Federal Bank offers a state-of-the-art FREE online banking system, including FREE Online Bill Pay service. You can schedule payments up to a year in advance and you can export your bill payment activity directly into your Microsoft Money or Quicken software.

Whether you need to transfer your payments from your previous financial institution or you simply want to get started, the convenient worksheet below will help you get all of your information in one place. Then, when you are ready switch to 3rd Federal's online banking, including FREE Online Bill Pay, you will be ready to go.

Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone
Company name	Account #	Amount \$
Address		Phone



## Change Automatic Payments Authorization

To whom it may concern:

This letter is to authorize the change of my automatic payments from my previous checking account to my new 3rd Federal Bank checking account. Below is the information necessary to fulfill this request:

This is in reference to the account I hold with your company:

Company Name

---

My Account Number (if applicable)

---

My Name

---

My Address

---

City

State

Zip Code

---

Daytime Phone Number

---

Please discontinue making payments from my previous account as follows:

Previous Financial Institution's Name

---

Account Number

Routing/ABA Number

---

I hereby authorize any and all future automatic payments to be taken from my new 3rd Federal Bank checking account as follows:

My new 3rd Federal Account Number

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3rd Federal's Routing/ABA Number **231372183**

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Please send me written confirmation as to when the change will be effective. Thank you.

Signature (required)

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Date

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## Close Account Request and Authorization

To whom it may concern:

I hereby request that you close the following bank account I maintain with your bank:

Bank Name

---

My Account Number

---

Primary Name on Account

---

Secondary Name on Account

---

Please forward all funds remaining in the account to my attention at:

My Name

---

Bank Name

---

Bank Address

---

City

State

Zip Code

---

My Daytime Phone Number

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If you have any questions, please contact me at the above daytime phone number.  
Thank you.

Sincerely,

Signature (required)

---

Date

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