



BUSINESS BANKING

-----SWITCH KIT-----

Thank you for switching to Bank of Commerce- Relationship Banking!

Making the switch should be quick and easy. With our Switch Kit, it is! You have everything you need to make the transition, knowing we are here to help. Please visit any Bank of Commerce branch or call (800)324-8003 if you have any questions.

For each new business account established, please provide the following documentation:

1. Proof of Tax Identification Number (SS-4 Form, Tax Return)
2. Articles of Incorporation (S or C Corp) OR
Certificate of Organization (LLC) OR
Partnership Agreement
3. Certificate of Assumed Name- if doing business under another name as sole proprietor, file online with OK Secretary of State, or your local county clerk's office, as applicable. Review www.sos.ok.gov/corp/filing guidelines.
4. Beneficial Ownership form, provided by us for your signature during new account opening.
5. Individuals having access to the account (whether information only or check signing authority) to provide their Social Security Number and Driver's License.

Quick Reference Information

New Bank of Commerce Account Number: _____

New Bank of Commerce Account Number: _____

New Bank of Commerce Account Number: _____

Bank of Commerce Routing Number: #103112992

Former Account and Routing Number:

Former Bank: _____

Account Number#: _____

Account Number#: _____

Account Number#: _____

Routing Number#: _____

To Do:

1. Discontinue Using your Old Business Account

Keep appropriately funded until all checks clear, and all automatic payments and transactions have switched over. Then, destroy any unused checks, deposit slips and ATM/debit cards.

2. Use Our Worksheets to Gather Information from Your Old Accounts

Identify all Automatic deposits/deductions that you are switching to your new Bank of Commerce business account.

3. Switch all Recurring Payment Activity

Automatic payments (typically ACH transactions) are a convenient way to receive/send funds. Be certain to use the included form to redirect to your new account.

Incoming deposits/credits- use included worksheet to compile a list of vendors and merchants who send you automatic payments and notify them of your new account information. They may request a voided check or deposit slip from your new Bank of Commerce account for verification purposes, along with our form.

Outgoing payments/debits- use included worksheet to compile a list of utility bills, vendor payments or subscription services that are automatically debited from your account that should be updated to reflect your new account information.

4. Change Accounts for Payroll Processing

5. Set Up Online Bill Pay

Use the Online Bill Pay Worksheet to set up one-time or recurring online bill payments from your new account.

- Complete Steps 1-5 within 30 days to help minimize interruptions
- When adding Payees be sure to have the Biller Name, Billing Address, Phone Number and your account number as it appears on your bill

6. Close Your Old Account

Balance your old account and monitor for two statement cycles to make sure there are no pending debits/credits, then send the Account Closure Letter to your previous financial institution.

Helpful Hints:

- Automatic Deposits: recurring payments automatically deposited into your account on a regular basis i.e. dividends, interest or reimbursement credits.
- Automatic Deductions: recurring payments automatically withdrawn from your account on a regular basis i.e. mortgage payments and insurance premiums.
- Don't close your former account immediately- generally automatic deposits take effect within three deposit periods and deductions within two withdrawal periods.
- Use our forms, attach a voided check from your new Bank of Commerce account and mail but please note that some companies may require the use of their form.
- Track your requests to change automatic deposits/deductions with each company.

Note: Certain companies may require additional information other than what is included in this switch kit.

Remember to order:

- Debit cards (ATM or check cards)
- Deposit slips
- Paper Checks

Would you like more information about:

Commercial Checking	Premiere Commercial Checking	Commercial Interest-Bearing Checking
Commercial Savings	Commercial Premiere Money Market Account	Corporate Credit Cards
Merchant Credit and Debit Card Processing	Cash Management	Automated Clearing House (ACH) Abilities
Remote Deposit Capture	Sweep Accounts	PayRoll Cards
Fraud Protection	Wire Transfers	Commercial Loans
Certificates of Deposit	Reporting Services	Personal Accounts

We are here to help! Email us at customerservice@bocok.com

Welcome to Relationship Banking...after all, you deserve it!

Automatic Deduction Worksheet

Use the worksheet below to document all automatic deductions/withdrawals you would like to move to your new account at Bank of Commerce. To set up these services, you will need to mail the Automatic Deduction/Withdrawal Switch Form to each of the appropriate parties. If you have any questions, please visit any Bank of Commerce branch or call (800)324-8003.

PAYMENT	COMPANY	ACCOUNT NUMBER	PAYMENT SCHEDULED	AMOUNT	PAYMENT DATE NEW ACCOUNT
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MORTGAGE/

RENT

LOAN-

-

-

INSURANCE-

-

CREDIT CARD-#1

-#2

UTILITIES-

-WATER/SEWER

-GAS

-GARBAGE

TELEPHONE

INTERNET

SUBSCRIPTIONS-

-

ATTORNEY

LAWN CARE

ACCOUNTANT

TAXES-PROPERTY

-FEDERAL

-STATE

Automatic Deposit Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my automatic deposit updated with my new bank information. Please make the following updates. Thank you.

Name on Account
Identifying Number with your Company
Former Bank
ABA Routing Number
Account Number

Please switch my automatic deposits to this account: _____ Checking _____ Savings

Bank of Commerce Routing Number: #103112992 _____

Bank of Commerce Account Number: # _____

Effective: _____ Immediately OR On _____ / _____ / _____

I, _____, authorize your company to initiate credit entries to my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

Signature	Date
Name:	
Title:	
Company Name:	
Address:	
Phone Number:	

Automatic Deduction Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my automatic deduction updated with my new bank information. Please make the following updates. Thank you.

Name on Account
Identifying number with your Company
Former Bank
ABA Routing Number
Account Number

Please switch my automatic deposits to this account: _____ Checking _____ Savings

Bank of Commerce Routing Number: #103112992

Bank of Commerce Account Number: # _____

Effective: _____ Immediately OR On _____ / _____ / _____

I, _____, authorize your company to initiate debit entries to my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

Signature	Date
Name:	
Title:	
Company Name:	
Address:	
Phone Number:	

Payroll Processing Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my company's payroll processing be updated with my new bank information. Please make the following updates. Thank you.

Name on Account
Identifying number with your Company
Former Bank
ABA Routing Number
Account Number

Please switch payroll processing to this account: _____ Checking _____ Savings

Bank of Commerce Routing Number: #103112992

Bank of Commerce Account Number: # _____

Effective: _____ Immediately OR On _____ / _____ / _____

I, _____, authorize your company to initiate processing from my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

Signature	Date
Name:	
Title:	
Company Name:	
Address:	
Phone Number:	

Account Closure Letter

Former Bank Name: _____

Former Bank Address: _____

To Whom It May Concern:

This letter is to inform you that I am closing my account(s) at your financial institution. All automatic debits/credits are stopped and all transactions have cleared. Thank you.

Name on Account		
Account Number	_____	Checking _____ Money Market _____ Savings
Please send the balance of this account by: _____ Official Check _____ Wire Transfer		

Name on Account		
Account Number	_____	Checking _____ Money Market _____ Savings
Please send the balance of this account by: _____ Official Check _____ Wire Transfer		

Mailing Instructions for Official Check

Company Name:

Address:

Wire Transfer Instructions

Domestic Wires:

Receiver ABA#: 111010170 TIB Dallas

Beneficiary Bank: **ABA# 103112992–Bank of Commerce - or - TIB DDA #1029008**

Beneficiary: Your Customer Name, Address and Account Number

International Wires:

SWIFT Bank: TIBBUS44 - TIB-The Independent BankersBank

Beneficiary Bank: **ABA# 103112992–Bank of Commerce - or - TIB DDA #1029008**

Beneficiary: Your Customer Name, Address and Account Number

*Fee(s) may apply for wire transfers

Thank you.

Signature	Date
Name:	
Title:	
Company Name:	
Address:	Phone:

Transition Checklist

1. Bank of Commerce checking account opened: Completed Y/N
 - a. Checks ordered
 - b. Deposit material ordered
 - c. Online banking set up
 - d. Personal Finance Manager set up
 - e. Debit card activated
 - f. Business credit card activated
 - g. Credit card balance transfer request
2. Notification to Direct Deposit companies Completed Y/N
3. Notification to Automatic Deduction companies Completed Y/N
4. Change accounts for Payroll Processing Completed Y/N
5. Transfer Online Bill Payments Completed Y/N
6. Move other payments or accounts Completed Y/N
 - i. -Merchant Services
 - ii. Financial Services
7. Key Consultants notified Completed Y/N
8. Destroy old checks/ATM and debit cards/deposit slips Completed Y/N
9. Close Old Account Completed Y/N

You have successfully transitioned to your new Bank of Commerce accounts. Remember, we are here to help, so please contact us anytime you have questions.

Welcome to Relationship Banking...after all, you deserve it!