

Business Banking Switch Kit

Thank you for your decision to switch and welcome to M&T Bank.

When it comes to banking, we know you have many choices. We also understand that switching banks can be somewhat inconvenient. That's why we're providing you with a few simple forms and step-by-step instructions to help make the process a little easier. As a customer of M&T Bank, you have our commitment that we'll work with you to help meet your financial needs today and in the years to come.

Here are some simple suggestions to help make your move to M&T quick and easy:



STEP 1 - Open an M&T Bank business checking account

- One of our knowledgeable and experienced business representatives will help you choose an M&T checking account that is right for you.
- When opening a business checking or savings account, all banks are required to obtain information verifying the business as well as the individuals associated with the business. Page 2 provides a list of the documents required that will help you quickly and easily determine the documents needed. Please have these available when calling or visiting a branch to open your new account.



STEP 2 - Switch your payments

- Switch recurring payments, payroll funding, and merchant services transactions from your old account to your new account. Depending on the payee, you may also be able to switch these transactions online or by phone. To help make this process easier for you, we've created the Account Transfer Manager on page 3.
- Use the Payment Transfer Letter on page 4 as a guide to share your new M&T Bank information to each of your vendors and providers. This letter, along with a voided check from your new M&T Bank business checking account (Voided check is not needed for Debit Card transactions.), should enable the vendor/provider to make the requested change(s). You can also keep track of who you've notified - and when - on your Account Transfer Manager.



STEP 3 - Begin using your new M&T Bank business checking account

- With [M&T Online Banking](#) you receive free access to both your business and personal accounts.



STEP 4 - Close your old account

- Once you've received your new M&T Bank checks and Debit cards, stop using and destroy the checks and cards associated with your old account.
- Allow time for outstanding checks, debit card purchases, and previously scheduled payments to clear on your old checking account prior to closing — this typically takes around 10-15 business days.
- On page 5 is the *Authorization and Request to Close My Account*. Simply complete this form and send it to your previous bank to notify them of your intention to close the account.

Once again, welcome to M&T Bank. We look forward to serving your financial needs in the years ahead. If you have any questions, please stop into any Branch, contact your M&T Business Banking Relationship Manager or call us at **1-800-724-6070** and an M&T Business Banking Specialist will be happy to assist you.

New Business Account Documents

Visit mtb.com to explore which account is right for your business.

When applying for a business account, please have the following ready:

- **2 Primary forms of ID OR 1 Primary AND 2 Secondary forms of ID**

Primary ID: Driver's license, passport, state-issued or authorized city-issued ID, resident alien ID, military ID, veteran's healthcare ID, firearm ID or global entry card

Secondary ID: US Visa, paystub, home rental agreement, utility bill, major credit/debit card or vehicle registration

- **Owner/Signor Information** - All applicants are subject to review of past account handling and verification of the information provided:

Full legal name

Address

Date of Birth

Country(ies) of citizenship

Country of residence

% of ownership (only for owners)

Social Security

- **Business documentation** - The following is a general list and does not apply to all business types:

Corporation (S Corp or C Corp)

Certificate/Articles of Incorporation

Sole Proprietor:

DBA or Business Certificate (in states where this applies)

LLC:

Limited Liability Agreement

Limited Liability Partnership

Non-Profit:

Articles of Incorporation

Articles of Association/Organization

Partnership:

General partnership

Unincorporated Associations:

Membership Agreements

Account Transfer Manager

Use this worksheet to keep track of all the information you need to switch automatic payments and deposits to your new M&T Bank account. This worksheet is purely for your reference. If you have any questions, please stop into any Branch, contact your M&T Relationship Manager or call us at 1-800-724-6070 and an M&T Business Banking Specialist will be happy to assist you.

NEW M&T Bank Account Number: _____

NEW M&T Bank Routing Number: _____

Old Accounts to Close

TIP: Before you close your old accounts(s), allow time for outstanding checks, debit card purchases, and automatic payments to clear – usually around 10-15 business days.

Bank Name	Routing Number (9 digits)	Account Type (checking, Savings, etc)	Account Number	Account Closed?

Outstanding Checks to Clear

TIP: Use M&T Online Banking to monitor account activity online anytime. Learn more at [MTB.com/Upgrade](https://www.mtb.com/Upgrade).

Check Payable to	Amount	Amount: Bank/Account Number	Check Cleared?

Automated Payments to Transfer

TIP: Learn more about M&T Bank's payment solutions for Business at [MTB.com/Business](https://www.mtb.com/Business).

Company/Payee	Payment Frequency or Recurring Date	Amount	Date "Account Transfer letter" Mailed	Status?

Merchant Transaction Accounts to Transfer

TIP: M&T utilizes the most advanced and reliable processing solutions for credit card processing. Learn more at [MTB.com/MerchantServices](https://www.mtb.com/MerchantServices).

Merchant Services Provider	Date "Account Transfer letter" Mailed	Status?

Scheduled Payment Transfer Letter

Current Bank Account Number (non-M&T institution): _____

Customer Name: _____ Date: _____

To Whom It May Concern:

This letter is to authorize you to redirect my scheduled payment for the above account number to my new M&T Bank business account as instructed below. Attached you will find a voided check from my new M&T Bank business checking account. (Voided check is not needed for Debit Card transactions.)

Account Type: Checking Debit Card

Effective: Immediately Beginning _____

My NEW M&T Bank account information:

NEW M&T Bank Account Number: _____

NEW M&T Bank Routing Number: _____

NEW Business Debit Card Number: _____

Expiration Date: _____ CVV code (if needed): _____

If you have any questions about this request, please contact me at:

Phone number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Authorized Signature:

Co-Signer Signature (if applicable):

Printed Name:

Co-Signer Printed Name (if applicable):

Title:

Title:

Date:

Date:

Account Closing Letter

Current Bank Account Number (non-M&T institution): _____

Customer Name: _____ Date: _____

To Whom It May Concern:

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 currently scheduled debits and credits to my account.

Account Type (Checking, Savings, etc)	Account or Card Number

Please forward all remaining funds to me at the following address:

Street Address: _____

City: _____ State: _____ Zip: _____

If you have any questions about this request, please contact me at:

Phone number: _____

Thank you.

Sincerely,

Authorized Signature:

Co-Signer Signature (if applicable):

Printed Name:

Co-Signer Printed Name (if applicable):

Title:

Title:

Date:

Date:

