



LNB Banking.
It's all about people.

Switch Kit

Business Accounts

*The **LNB Switch Kit** is just one more way LNB is working to make your life simpler. It's easy – follow the 5 simple steps and you'll be banking the way it ought to be!*

Banking the way it ought to be...

Switching has never been easier!

Step 1:

Open an LNB Business Checking account! See a Customer Service Representative at one of our 11 convenient locations. They will help determine what account(s) fits you best.

To make the process even faster, bring the following when you come to open your LNB Business Checking Account:

1. Business Profile Sheet (provided in this Switch Kit)
2. Articles of Incorporation or Articles of Organization (if applicable)
3. Operating agreement for LLC entities (if applicable)
4. Copy of Driver's License for each signer on the account.

In order to determine the best account type for your business, it would be helpful for you to bring your ***account analysis statement and / or previous month's bank statements***.

Step 2:

Stop using your previous checking account. Allow time for outstanding checks to clear. Destroy your ATM and or Debit Cards, any unused checks and deposit slips.

Step 3:

Transfer any Automatic Payments and Debits to LNB. Use the **Automatic Payment Request** to assist you in quickly making the switch. Some automatic payments may include Merchant service transactions, monthly bill payments, and monthly loan payments.

Step 4:

Change your account for payroll processing. If you currently use an outside source to process your payroll, use the **Payroll Processing Request** to notify the company to begin processing your payroll from your new LNB checking account.

Step 5:

Close your previous checking account. Use the **Account Closing Request** to close your previous checking account.

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Business Accounts

BUSINESS PROFILE SHEET

BUSINESS INFORMATION

Type of Business: Sole Proprietorship Corporation Other
 Partnership LLC

Name of Business:

Street Address:

City:

State:

Zip:

Mailing Address:

City:

State:

Zip:

Phone: () -

Fax: () -

Tax ID: -

Signer #1

Name (First, Middle, Last):

Title/Position:

Soc. Sec. #:

Date of Birth:

Home Address:

City:

State and Zip:

Home Phone: () -

Signer #2

Name (First, Middle, Last):

Title/Position:

Soc. Sec. #:

Date of Birth:

Home Address:

City:

State and Zip:

Home Phone: () -

Signer #3

Name (First, Middle, Last):

Title/Position:

Soc. Sec. #:

Date of Birth:

Home Address:

City:

State and Zip:

Home Phone: () -

ACCOUNTS AND SERVICES

Accounts and Services that you currently use or are interested in:

- | | |
|---|--|
| <input type="checkbox"/> Business Checking | <input type="checkbox"/> Business Debit Card |
| <input type="checkbox"/> Business Interest Checking | <input type="checkbox"/> Business Credit Card |
| <input type="checkbox"/> Business Money Market Checking | <input type="checkbox"/> Business Internet Banking |
| <input type="checkbox"/> Business Savings Account | <input type="checkbox"/> ACH Services/Direct Deposit |
| <input type="checkbox"/> Commercial Loan | <input type="checkbox"/> "Sweep" Investment Services |
| <input type="checkbox"/> Line of Credit | <input type="checkbox"/> Account Reconciliation |
| <input type="checkbox"/> Real Estate Lending | <input type="checkbox"/> Wholesale Lock Box Service |
| <input type="checkbox"/> Safe Deposit Box | <input type="checkbox"/> Tax Payment Services |
| <input type="checkbox"/> Certificate of Deposit | <input type="checkbox"/> Visa Merchant Services |
| <input type="checkbox"/> Retirement Programs (401K, IRA, SEP, etc.) | <input type="checkbox"/> Health Savings Accounts |
| <input type="checkbox"/> Investment Products | |

Automatic Payment Request Instructions



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Automatic Payments

After you've identified Automatic Payments from your previous bank statements, use the Automatic Payment Request to notify the merchant of your new bank information.

Don't forget you can also manage your payments with LNB's Internet Banking and Online Bill Pay.

Before Sending the Automatic Payment Request

- 1.) Identify any existing automatic payments
- 2.) Use the enclosed form to request that your automatic payment be established at LNB.
- 3.) Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your LNB account.

Automatic Payment Request



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Business Accounts

Company Name

Address

City, State, Zip

RE: Changing My Automatic Payment

ATTN: Accounts Receivable / Accounting

I have recently changed banks and would like to have my automatic payment with your company changed to my new account.

Please discontinue debiting my old bank account and begin making automatic withdrawals from my new LNB account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signer # 1 / Date

Print Name / Title

Authorized Signer # 2 / Date

Print Name / Title

Authorized Signer # 3 / Date

Print Name / Title

Automatic Payment Information

Company Name:

Company Phone:

Address:

City / State / Zip:

Payment or Reason:

Date of Payment:

Payment Amount or "Amount Due":

Old Bank Name:

Routing Number:

Account Number:

New Bank Name: The Lyons National Bank

Routing Number: **022304616**

Account Number:

Payroll Processing Request Instructions



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Payroll Processing

It's now time to let your payroll processor know that you have opened a new checking account at LNB.

Using the Payroll Processing Request in this packet, you can notify your payroll processor of the change and when to stop using your old account number for your payroll deductions and when to begin using your new LNB checking account.

Payroll Processing Request



Switch Kit

Business Accounts

Company Name

Address

City, State, Zip

RE: Changing My accounts for my payroll processing

ATTN: Account Maintenance

This letter is to inform you that I have recently changed banks. Effective _____, please stop processing my payroll from my old bank account and begin processing my payroll from my new LNB account.

If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signer # 1 / Date

Print Name / Title

Authorized Signer # 2 / Date

Print Name / Title

Authorized Signer # 3 / Date

Print Name / Title

Automatic Payment Information

Old Bank Name:

Routing Number:

Account Number:

New Bank Name: The Lyons National Bank

Routing Number: **022304616**

Account Number:

Account Closing Request Instructions



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Before sending the Account Closing Request

- 1.) Check with your previous bank to make sure no additional forms or information are required.
- 2.) Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have a Certificate of Deposit (CD's), it is important to check the maturity dates.
- 3.) Be sure that all automatic transactions have been switched to your LNB account before closing your old account.

After you've sent the Account Closing Request

1. Check account statements to verify that all accounts have zero balance and have been closed.