



Business Account Switch Instructions

Switching your business checking account to Parkway Bank is seamless when you follow the checklist below. Contact us if you need assistance with any of these steps.

- ▶ 1. Open your Parkway Bank business checking account (and discontinue using your old business checking account).
 - Provide Parkway Bank with a voided check from your old account and a contact person in your office with whom we can speak to ensure that we order a check stock that will work with your accounting software.
 - If using Online Bill Pay, set up your online payment recipients.
 - Download any online templates you use (ACH/Wires).
 - If using Positive Pay, send Parkway Bank a sample positive pay file.
- ▶ 2. Switch your Automatic Incoming Credits/Deposits:
For each Automatic Incoming Credit/Deposit currently going into your old business checking account: (such as merchant services credits or rents you receive)
 - First check the website of each company that sends you Automatic Credits; if they provide an online form to change the receiving account, complete their form and submit it to them.
 - For companies that do not provide an online form, please fill out a Business Account Change Form - Incoming Credits/Deposits (enclosed or available on our website; print additional copies of form if needed). Submit a completed form to each company that makes an Automatic Credit to your account.
- ▶ 3. Switch your Automatic Payments (Auto Debits):
For each Automatic Payment currently being taken out of your old business checking account: (such as utilities, payroll, internet, insurance, taxes, rent or loan payments)
 - First check the website of each company that takes an Automatic Payment out of your account; if they provide an online form to change the Automatic Payment, complete their form and submit it to them.
 - For companies that do not provide an online form, please fill out a Business Account Change Form - Automatic Payments (enclosed or available on our website; print additional copies of form if needed). Submit a completed form to each company that takes an Automatic Payment from your account.
- ▶ 4. Notify your Professional Financial Service Providers:
(such as accountants, payroll specialists, bookkeepers, merchant services, insurance agents, attorneys, etc.)
 - Advise your professional financial service providers that you have switched your business checking account to Parkway Bank, and provide them with any necessary information about the new account.
- ▶ 5. Close your old business checking account:
 - Make sure all checks and debit card purchases have cleared your old account.
 - Before closing your old account, review your Parkway Bank statements to verify that all Automatic Payments are being debited from your Parkway account, and all Automatic Incoming Credits/Deposits are being deposited.
 - Fill out the Account Closing Instructions form and send or bring it to your old financial institution.
 - Destroy your old business checks, deposit slips, and debit/credit cards associated with your closed account.

Be sure to keep sensitive account information secure. Be careful when sending account information by fax or email, as the transmission may not be secure. Remember to shred any forms that include sensitive account information when finished.

How to find Routing Numbers and Account Numbers

Personal Check

Name Address, City, State	Date _____ 0000
Pay to the Order of _____ \$ _____	Dollars
(Bank Name and Location)	
0000000000 0000000000 0000	

Routing Number: 0000000000
Account Number: 0000000000 0000

Business Check

Name of Business Address, City, State	Date _____ 0000
Pay to the Order of _____ \$ _____	Dollars
(Bank Name and Location)	
0000000000 0000000000 0000000000 0000	

Routing Number: 0000000000
Account Number: 0000000000 0000000000 0000

