

- 1** Open a Systematic Savings Bank Checking account. We will help you decide which account best fits your needs.
- 2** Supply a voided check and the name of the contact at your Office who can review check stock requirement to ensure you receive a comparable check style with your new Systematic Savings Bank Business account.
- 3** Stop using your previous checking account. Allow time for outstanding checks to clear, usually about 10 business days after written notice. Destroy your ATM and/or debit card(s), any unused checks and deposit slips.
- 4** Change your checking account information with your payroll processor. Notify your payroll processor of the updated account number from witch to debit. Your personal banker can help you complete the Payroll Processor Notification form (if applicable) to quickly make this switch.
- 5** Transfer any automatic payments and debits to Systematic Savings Bank. Notify anyone deducting automatic payments from your previous account (insurance, utilities, merchant services, etc.) of your new Systematic Savings Bank account information. To quickly make this switch, your Personal Banker can help you complete the Automatic Payment Request.
- 6** Transfer any incoming deposits to Systematic Savings Bank. Notify anyone electronically crediting your previous account of our new Systematic Savings Bank account information. Your Personal Banker can help you complete the Incoming Deposit Request to quickly make this switch.
- 7** After all your checks and automatic payments have cleared, close your previous checking account(s). Your Personal Banker can help you complete the Account Closing Request Form to notify your previous bank of your decision to close your accounts(s).