## Welcome to





# **Business Account** Switch Guide





### **Electronic Transaction Checklist**

Electronic **Credits**: List all electronic credits to your business account(s).

Credit Type	Company or Institution name	Account Number	Amount	Date	Completed
Accounts Receivable					
Merchant Processing (if applicable)					
State of Illinois Trans					
County Trans					
Other:					

Electronic **Debits**: List all electronic withdrawals from your business account(s).

Debit Type	Company or Institution name	Account Number	Amount	Date	Completed
Merchant Processing Fees					
Payroll					
Taxes					
Accounts Payable					
Utilities					
IMRF Transfer					
Employee Benefits					
Health Account Savings					
Other:					





## **Electronic Credit Change Form**

Electronic Credit Change Reques	st			
Please accept this memo as notification that	t a new account for			
has been established with Bank of Farming	ton/Integrity Community	Bank.		
I authorizeCompany Name	to credit transactions from the account listed below.			
Farmington/Integrity Community Bank accord	unt. Attached, you will t (Not necessary to atta	ablish automatic electronic credit(s) to the new Bank find a voided check from my new Bank of Farmingtor ch documents for new savings account). Please cor	<b>n</b> /	
Bank of Farmington/Integrity Community Bank of Farmington/Integrity Community Bank Account Type: Checking		71105882		
Printed Name:		Title:		
Street Address:				
City:	State:	Zip:		
Primary phone number:	Secondary Phone:			
Federal Tax ID:	Effec	tive Date of Change:		
Authorized Signature:		Date:		





## **Electronic Debit Change Form**

Electroniic Debit Change Req	luest			
Please accept this memo as notificatio	on that a new account for			
has been established with Bank of Far	mington/Integrity Community	Bank.		
l authorize	to debit ny Name	transactions from the ac	count listed below.	
Below are the relevant account and ro	uting numbers needed to esta	ablish automatic electron	nic debit(s) to the new Bank	of
Farmington/Integrity Community Bank	account. Attached, you will f	ind a voided check from	my new Bank of Farmingto	n/
Integrity Community Bank checking ac	count (Not necessary to attac	ch documents for new sa	avings account). Please co	ntact
me at the number below with any ques	stions.			
Rank of Farmington/Intogrity Commun	ity Pank Account Number			
Bank of Farmington/Integrity Commun	-			
Bank of Farmington/Integrity Commun	ity Bank Routing Number: 07	1105882		
Account Type: Checking				
Printed Name:		Title:		
Street Address:				
City:	State:	Zip:		
Primary phone number:	Secondary Phone:			
Federal Tax ID:	Effective Date of Change:			
Authorized Signature:		Date:		





## **Check Change Form**

Check Change Request

Starting Check Number:\_\_\_\_\_

Type of Check:\_\_\_\_\_

Information on Check:\_\_\_\_\_

Duplicates: (y/n) \_\_\_\_\_ Singles: (y/n) \_\_\_\_\_

Attach Voided Check Below (Optional):



#### **Online Bill Pay**

**Set Up Automatic Payments** — Do you want the flexibility to pay anyone, at anytime, from anywhere? Our recently enhanced Online Bill Pay allows you to do just that. It also has features such as payment reminders and automatic payments. It is also a great way to keep track of your recent payment history. It's a snap. If you're comfortable using the Internet, you'll find it easy to use Bill Pay.

- It's fast. Once you've created your payee list, you'll be able to pay a
  whole month's bills in five minutes or less.
- It's secure. We've got the latest technology to keep your information safe
- No need for stamps and envelopes. Just point, click and send.
- Pay bills anywhere. Do your bills at home, at work, or on the road. All you need is a computer with Internet access.
- Pay anyone. Send money to your cousin across country or pay dues to your health club down the street.
- Get organized. You can view a history of bills paid (sorted by date, payment amount or who you paid).
- Pre-pay bills if you're going to be gone. You pick the payment amount and the date you want it sent.
- Help is only a phone call away. We have friendly employees who can answer all your Bill Pay questions.
- You won't want to live without it. After a month of paying bills online, you'll never want to pay bills the old-fashioned way again!

#### **FREE Internet Banking**

**Manage Your Accounts Anywhere** / **Anytime** — With free Internet banking, you have control over nearly every aspect of managing your accounts. You can:

- View transaction history on your Internet Banking accounts.
- Transfer funds between your authorized Internet banking accounts.
- Pay one-time, occasional, and recurring payments online.
- Download account information into Quicken® or Microsoft® Money.
- Send and receive secure electronic messages to and from our financial institution.

#### **Mobile Banking**

How to Download Mobile Banking

(Step-by-Step Two Part Process)

You must currently have internet banking before downloading the mobile app.

#### On your computer:

- · Sign into online Banking
- Under the Welcome tab, click on All Services & Settings
- · Click on Mobile Management under Banking Services
- · Add mobile device
- Enter mobile carrier and phone number





## Internet Banking Authorization Form

Date:	
Name:	
Name:	
Street Address:	
City, State, Zip:	
Email Address:	
To enroll in Online Banking and Mobile Banking, please visit our website www.bankoffarmington.com option at the top right-hand side of the page. Please sign this letter below and return to the bank so requested the service and you have received our electronic internet banking disclosure. Upon receipt ID and Passcode within 3 business days. You can then download the Mobile Banking App from your Mobile Banking right away.	we may confirm that you have ot, we will activate your Access
Beginning on your activation date you will be able to start enjoying the many benefits of Bank of Fara service from any device that can connect to the Internet. The only restriction is that the "browser" the supporting secure transactions using SSL, such as Google Chrome or Internet Explorer and those p Service Providers. Bank of Farmington's Internet Banking Service requires no special programs to available 24 hours a day, from anywhere in the world.	at you use is capable of rovided by the major Internet
With Internet Banking and Mobile Banking, you can view the balances on Bank of Farmington's check and loan accounts; see all the transactions that have been posted to the accounts in real time; down spreadsheets; make transfers to other accounts within the financial institution; and receive a PDF concept of the special features include our FREE bill payment service that lets you schedule a payment to be of vendors or payees. The system has many other convenient services such as secure messages, and changing your address online!	load the transactions into py of your bank statement.
We hope that our On-line service provides you with another convenient solution to your financial need	eds.
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