



3riversfcu.org | 800.825.3641

Making the Switch to 3Rivers

We're honored that you've chosen to partner with 3Rivers for your business banking needs. We want to make switching over to us as seamless as possible for you. Follow the steps below and you'll be all set! To see everything you'll need to open your business checking account visit _____

Step 1: Open a new 3Rivers checking account.

Determine which business checking product(s) best suits your needs by reviewing our options at

Which business checking products are you interested in? Check all that apply.

Business Plus Checking

Community Checking

Essential Business Checking

Interest on Lawyers Trust Account (IOLTA)

How many of each account do you need to operate your business?

___ **Business Plus Checking**

___ **Community Checking**

___ **Essential Business Checking**

___ **Interest on Lawyers Trust Account (IOLTA)**

Preferred name for each account? (Ex. Payroll, Operating, Insurance, etc.)

Business Plus Checking _____

Essential Business Checking _____

Community Checking _____

Interest on Lawyers Trust Account (IOLTA) _____

How many debit cards will you need for each account? Please note the names that should be assigned to each card.

Qty

___ **Business Plus Checking** _____

___ **Essential Business Checking** _____

___ **Community Checking** _____

___ **Interest on Lawyers Trust Account (IOLTA)** _____

Will you need checks for the accounts? If so, what kind of checks (Ex. desktop, computer stock, etc.)

Business Plus Checking _____

Essential Business Checking _____

Community Checking _____

Interest on Lawyers Trust Account (IOLTA) _____

Would you like to set-up 3Rivers Online Banking? YES NO

If so, please provide the information below for us to get you set-up.

Email address you'd like associated with your online banking account

Preferred username for account _____

Step 2: Transfer your automated payments to 3Rivers and enroll in Online Bill Pay.

You'll want to switch over any automatic, electronic payments as well as your online bill pay to 3Rivers. Be sure to reach out to any vendors or merchants who send you automatic payments and inform them of your new 3Rivers account number(s) and routing number (274973222).

Learn more about 3Rivers Online Bill Pay by visiting

Step 3: Review old business checking account for any lingering activity before closing.

Before closing your business checking account at your former financial institution, you'll want to be sure that all outstanding checks have cleared and that any automated payments and transactions have been switched to 3Rivers.

Have all outstanding check cleared? YES NO

Have all automated/online payments been stopped and transferred to 3Rivers? YES NO

Have all paper checks from your account cleared? YES NO

Step 4: Close your old business account.

Once all lingering activity has cleared from your old business checking account, it's time to close it! Use the "Request to Close Account(s)" form on the next page to easily close your previous business checking account.

The date your old business checking account closed _____



For Current 3Rivers Business Members

3Rivers Routing Number: 274973222

3Rivers Account Number _____ **3Rivers Account Name** _____

3Rivers Account Number _____ **3Rivers Account Name** _____

Automatic Payment Change Form

To _____ From _____

Subject **Automatic Payment Change** For my account _____

Please accept this memo as notification that I have established a new checking or savings account with 3Rivers. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new 3Rivers account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from my new 3Rivers account. Attached you will find a voided check from my new 3Rivers checking account. (Not necessary to attach document for new savings account.)

3Rivers Account # _____ **3Rivers Routing #** _____ CHECKING SAVINGS

Authorized Signature _____ **Date** _____

Printed Name _____ **Title** _____ **Phone Number** _____

Street Address _____ **City** _____

State _____ **Zip** _____ **Federal Tax Identification Number** _____

at 3Rivers Branch _____ **Branch Phone Number** _____

Branch Fax Number _____



If this form is not sufficient to establish automatic payments from my new checking account, please contact me and send me a copy of your company form for my signature. Equal Housing Lender. Deposit products are offered by 3Rivers Federal Credit Union.

Attach Voided Check Here
From 3Rivers Checking Account

Automatic Payment Change Form

To _____ From _____

Subject **Automatic Payment Change** For my account _____

Please accept this memo as notification that I have established a new checking or savings account with 3Rivers. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new 3Rivers account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from my new 3Rivers account. Attached you will find a voided check from my new 3Rivers checking account. (Not necessary to attach document for new savings account.)

3Rivers Account # _____ **3Rivers Routing #** _____ CHECKING SAVINGS

Authorized Signature _____ **Date** _____

Printed Name _____ **Title** _____ **Phone Number** _____

Street Address _____ **City** _____

State _____ **Zip** _____ **Federal Tax Identification Number** _____

at 3Rivers Branch _____ **Branch Phone Number** _____

Branch Fax Number _____



If this form is not sufficient to establish automatic payments from my new checking account, please contact me and send me a copy of your company form for my signature. Equal Housing Lender. Deposit products are offered by 3Rivers Federal Credit Union.

Attach Voided Check Here
From 3Rivers Checking Account



Request to Close Account(s)

To _____

From _____

Regarding **Request to Close Account(s)** _____ Date _____

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 automatic debits and credits to my account.

Please issue a check for any remaining balance and send it to my attention at the following address

Please close the following account(s)

Checking Account _____

Authorized Signature _____

Authorized Signature _____

Savings/Money Market Account _____

Authorized Signature _____

Authorized Signature _____

Business Check Card _____

Authorized Signature _____

Authorized Signature _____

Business Credit Card _____

Authorized Signature _____

Authorized Signature _____

Your prompt attention to this matter will be greatly appreciated. Thank You.



Here is a checklist to help you organize all account changes to ensure a smooth transition of your automatic and online bill payments and transactions. Please keep this form handy if needed for future reference.

3Rivers Routing Number _____

3Rivers Routing Number _____

Electronic Payments In

Company	Date Notified	Switched?

Electronic Payments Out

Company	Date Notified	Switched?

Old Account Closed? _____

Payroll Accounts Switched? _____

Merchant Accounts Switched? _____

Let us help you with your Merchant Account. Please provide your two most recent statements and a Payment Solutions Consultant will follow up with you within one business day.

Need assistance? We're here to help! Contact us anytime throughout the process at [800.399.8268](tel:800.399.8268) or