



**National Bank**  
*of* **Middlebury**

## Business Account Switch Kit

Thank you for your decision to move your relationship to National Bank of Middlebury.

When it comes to banking, we know you have many choices and are appreciative you chose us. We understand that switching banks is tiresome; that's why we are providing you with a few simple forms to help make the process easier.

### **Open a National Bank of Middlebury Business Checking Account**

- When opening a business account, financial institutions are required to obtain information verifying the business as well as the individuals associated with the business. On page 2 we have provided you with a list of documents required based on the business type. Please have these available when connecting with Business Services or visiting one of our offices.

### **Switch your payments**

- Switch ACH payments, payroll and merchant services transactions from your old account to your new account. On page 4 we have provided you with a form to help you through this process.

### **Begin using your new account**

- Enroll in business digital banking to obtain access to all your account(s)

### **Close your old account**

- Once you have received your new checks and debit card(s), stop using your old account and properly destroy your old checks and debit card(s).
- Allow time for all outstanding checks, ACH transactions and debit card purchases to clear.
- On page 5 complete this form and send to your previous financial institution to notify them you would like to close the account(s).

Questions? We're here to help.  
Customer Service: 877.508.8455



Member  
**FDIC**



**National Bank  
of Middlebury**

## **Sole Proprietorship (also known as DBA or Assumed Business Name)**

- Active registration with [Vermont Secretary of State](#)

## **LLC**

- Active registration with [Vermont Secretary of State](#)
- Employer Identification Number (EIN) or Social security number (if sole member LLC)
- LLC operating agreement (Not applicable if sole member LLC)
- Beneficial Ownership registration with [FINCEN](#)

## **Corporation**

- Active registration with [Vermont Secretary of State](#)
- Employer Identification Number (EIN)
- Beneficial Ownership registration with [FINCEN](#)

## **Partnership**

- Active registration with [Vermont Secretary of State](#)
- Employer Identification Number (EIN)
- Partnership agreement
- Beneficial Ownership registration with [FINCEN](#)

## **Association/Organization**

- Employer Identification Number (EIN)
- Meeting minutes or a signed letter reflecting the entity and person opening the account has authority

## **Municipality**

- Employer Identification Number (EIN)
- Meeting minutes signed by Selectboard authorizing entity and person opening account

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**Information to be collected for each account signer:**

- Legal name
- Date of birth
- Social security number
- Mother's maiden name
- Home address
- Mailing address
- Phone number(s)
- E-mail address
- Employer
- Occupation
- Valid driver's license or Passport

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### Account Transfer

Use this form to manage information you need to switch. This form is purely for your reference.

New National Bank of Middlebury account number: \_\_\_\_\_

New National Bank of Middlebury routing number: 011601087

### Account(s) to close

Account number \_\_\_\_\_ Account Closed? \_\_\_\_\_

Account number \_\_\_\_\_ Account Closed? \_\_\_\_\_

Account number \_\_\_\_\_ Account Closed? \_\_\_\_\_

Account number \_\_\_\_\_ Account Closed? \_\_\_\_\_

### Outstanding check(s) to clear

Payee \_\_\_\_\_ Number \_\_\_\_\_ Amount \_\_\_\_\_

Payee \_\_\_\_\_ Number \_\_\_\_\_ Amount \_\_\_\_\_

Payee \_\_\_\_\_ Number \_\_\_\_\_ Amount \_\_\_\_\_

Payee \_\_\_\_\_ Number \_\_\_\_\_ Amount \_\_\_\_\_

Payee \_\_\_\_\_ Number \_\_\_\_\_ Amount \_\_\_\_\_

### ACH payment(s) to transfer

Payee \_\_\_\_\_ Amount \_\_\_\_\_

Payee \_\_\_\_\_ Amount \_\_\_\_\_

Payee \_\_\_\_\_ Amount \_\_\_\_\_

### Merchant Services

Provider \_\_\_\_\_ Status \_\_\_\_\_

Provider \_\_\_\_\_ Status \_\_\_\_\_

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### Account Closure

To whom it may concern:

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All transactions have cleared and any ACH transactions have been stopped.

Account name \_\_\_\_\_

Account number \_\_\_\_\_

Account name \_\_\_\_\_

Account number \_\_\_\_\_

Account name \_\_\_\_\_

Account number \_\_\_\_\_

Please send all remaining funds to me at:

Mailing address \_\_\_\_\_

If you have any questions, please contact me at: \_\_\_\_\_

Authorized signature \_\_\_\_\_

Printed name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Notary

State of Vermont, County of

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared, \_\_\_\_\_ to me known to be the person who executed the foregoing instrument, and thereupon duly acknowledged to me that they executed the same to be their free act and deed.

Notary: \_\_\_\_\_ My commission expires: \_\_\_\_\_

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