

Business Switch Kit



Welcome to the Queenstown family!

We're excited to have you on board. Our goal is to support you and your business in achieving success. This guide - along with helpful tools at [QueenstownBank.com](https://www.queenstownbank.com) - is designed to make your transition to Queenstown Bank seamless and stress-free.

If you need assistance at any point, your dedicated banker is just a call away!

Getting Started

1 Open A New Queenstown Business Account

- ☐ Choose the account type that fits your business needs. Fund it with an initial deposit.
- ☐ Order any physical tools you'll need - Checks & Debit Cards.
- ☐ Get enrolled with Business online.

2 Set Up Business Online Banking

- ☐ Sign in to Queenstown Business online to begin managing your account.
- ☐ Transfer funds into your new account to keep your account active.
- ☐ Download the Queenstown Mobile Business Banking app on the App Store and Google Play.

3 Organize Your Information

- ☐ Use the Switch Kit Guide to help organize the important details for both your old and new accounts. This will
- ☐ keep things organized when you update automatic payments and notify any vendors.

4 Update Automatic Payments

- ☐ Use this Switch Kit Guide to track key account details.
- ☐ Keep both old and new account information organized as you update vendors and payment sources.

5 Notify Vendors & Clients

- ☐ Fill out our Change Notification Form to share your new banking details with any vendors, clients or customers that send you payments on a regular basis.
- ☐ Inform your key consultants — accountant, bookkeeper, attorney, insurance agent, and others of your account switch.

6 Close your old business account

- ☐ Wait for all transactions to clear before closing.
- ☐ Transfer remaining funds to your new Queenstown account.
- ☐ Complete and mail the Account Closing Authorization Form.

Have questions or need help?

Stop by any location or call 410-827-8881

Important: Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may not be a secure form of communication.

Member
FDIC





This worksheet is designed for your internal use to track the information you need to close your old account(s) and switch recurring payments and deposits to your new Queenstown Bank account.

Important: Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may not be a secure form of communication.

Your new Queenstown Bank business checking account information

| | |
|--|-----------|
| New Queenstown Bank account number | |
| Queenstown Bank routing number | 052101957 |
| New Queenstown Bank business debit card number | |

Recurring Payments to your account (Credits) Incoming Deposits, Merchant Processing Deposits, ACH Deposits, Check Deposits

| Company/Payer | Account Number | Next scheduled payment | Amount | Date payer was notified | Date of first payment to your new Queenstown account |
|---------------|----------------|------------------------|--------|-------------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |

Recurring payments from your account (Debits) Payroll, Rent/Lease/Mortgage, Utility Payments, Loan Payments, Credit Card, Supplier, Tax, Professional Services (Attorney/CPA) Payments

| Company/Payee | Account Number | Next scheduled payment | Amount | Date payee was notified | New payment method established (check, debit, credit, online payment) |
|---------------|----------------|------------------------|--------|-------------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |

Merchant Services accounts to switch

| Merchant services processor | Date notified | Status |
|-----------------------------|---------------|--------|
| | | |

Old account(s) to close Before you close your old account(s), allow time for outstanding checks, debit card purchases and recurring payments to clear. This may take a few business days, or possibly a few months. Check your account statement(s) to make sure that all items have cleared before you close.

| Bank Name | Routing number | Account Type (Checking, Saving, etc.) | Account Number | Date Account closed |
|-----------|----------------|---------------------------------------|----------------|---------------------|
| | | | | |
| | | | | |



Account Closing Authorization

To: _____
(Current financial institution)

From: _____

Re: Request to Close Accounts _____ 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.

Accounts:

Account Number: _____ ☐ Checking ☐ Savings ☐ Other

Account Number: _____ ☐ Checking ☐ Savings ☐ Other

Account Number: _____ ☐ Checking ☐ Savings ☐ Other

Account Number: _____ ☐ Checking ☐ Savings ☐ Other

Account Number: _____ ☐ Checking ☐ Savings ☐ Other

Account Number: _____ ☐ Checking ☐ Savings ☐ Other

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

☐ Me, at the below listed address

☐ Queenstown Bank of Maryland

Attn: Customer Service

P.O Box 120

Queenstown, MD 21658

Account number to be credited: _____

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

Primary Account Holder Signature

Date

Printed Name

Joint Account Holder Signature

Date

Printed Name