



BUSINESS SWITCH KIT

A SIMPLE GUIDE FOR MOVING YOUR RELATIONSHIP TO
BANK OF SOUTHERN CALIFORNIA

We are honored that you selected Bank of Southern California and look forward to supporting your banking needs. The following step-by-step guide and accompanying worksheet will help you make the transition seamlessly.

1. OPEN YOUR NEW ACCOUNT

Complete the Business Information Profile, open your new Bank of Southern California checking account, request your business debit card, and deposit funds into your account.

TIP: Use the accompanying worksheet to record your new account number and routing number. You will need this to switch any recurring payments to your new account.

2. SWITCH YOUR AUTOMATIC PAYMENTS

To transfer your automatic payments, reference the following instructions. If written notification is required, contact your new Bank of Southern California account officer.

- **PRE-AUTHORIZED PAYMENTS**
Notify your payroll provider and any other companies that process automatic payments from your account. Provide your new account number and routing number.
- **INCOMING DEPOSITS**
Inform your merchant services processor or other regular depositors and provide them with your new account number and routing number.

3. DISCONTINUE USE OF YOUR OLD ACCOUNT

Reconcile your account and keep it open until all outstanding checks have cleared and you have moved all scheduled payments to your new Bank of Southern California account.

4. CLOSE YOUR OLD ACCOUNT

Once you have verified that all transactions have cleared, notify your previous bank and close your old account.

Worksheet on reverse ►

BUSINESS SWITCH KIT WORKSHEET



This worksheet is intended for your internal use to track key information needed to switch your old account to Bank of Southern California. Store it in a safe place to protect your sensitive data.

BANK OF SOUTHERN CALIFORNIA ACCOUNT INFORMATION

Business checking account number:

Routing number:

AUTOMATIC PAYMENTS TO SWITCH

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

OUTSTANDING CHECKS TO CLEAR FROM OLD ACCOUNT

Make a list of all outstanding checks to clear.

Check payable to	Amount	Bank or account check was written from	Date check cleared

PAYROLL FUNDING ACCOUNTS TO SWITCH

Payment processor	Date provider notified	Status

MERCHANT SERVICES ACCOUNTS TO SWITCH

Payment processor	Date provider notified	Status

OLD ACCOUNTS TO CLOSE

Allow time for any outstanding checks, debit card purchases and recurring payments to clear, before closing your old account.

Bank name	Routing number (nine digits)	Account type (checking, savings, etc.)	Account number	Date account closed

