



Switching

is easier than you think.



3 Steps to A Better Banking Relationship

1

Open Your New Account

Visit our branch to open your new account. We will help you find the right fit, or you can explore your options at sbtulsa.bank/business.

2

Transfer Your Funds & Treasury Services

Update your information for direct deposits and automatic withdrawals. Transfer your funds to your new account and let us know if you use any treasury services.

3

Close Your Old Account

Ensure all pending payments have cleared your old account before closing it. Review your statements to confirm automatic transactions have processed correctly.



Follow this step-by-step guide to move to a better business banking relationship. We are here to help — give us a call.



10727 E 71st St Tulsa, OK 74164



918.664.6100



info@sbtulsa.bank



Let's Get Started

1

Open Your New Account

To open a new business account, please bring the following items. Having these documents ready will speed up the process.

✓ Personal Identification Documents

- ☐ Social Security Number
- ☐ Form of Identification (U.S. driver's license, passport, or U.S. state-issued ID)

✓ Business Documents

LLCs

- ☐ Certificate of LLC
- ☐ Articles of Organization
- ☐ IRS Employer Identification Number
- ☐ Operating Agreement (unless sole member LLC)

Corporations

- ☐ Certificate of Incorporation
- ☐ Articles of Incorporation
- ☐ IRS Employer Identification Number
- ☐ Bylaws/Minutes

DBA/Sole Proprietor

- ☐ Trade Name Filing/Report (if applicable)

✓ Treasury Services

Inform us of services you currently utilize for your business cash management.

- | | |
|---|--|
| ☐ ACH | ☐ Online & Mobile Banking |
| ☐ Remote Deposit Capture | ☐ Lock Box |
| ☐ Positive Pay | ☐ Corporate Credit Cards |
| ☐ Merchant Services | ☐ Bill Pay |

✓ Other Items You May Be Asked to Provide

- ☐ Annual Sales & Anticipated Transactions
- ☐ Address Verification (copy of a current utility bill)
- ☐ Current Loans, Mortgages or Lines & Credits (if moving these accounts)

2

Transfer Your Funds & Treasury Services

Update your automatic withdrawal authorizations with your new account number and let us know about your current treasury services.

✓ Automatic Payments to Consider When Transferring Funds

Update payee information on each company's website or use the Notification of Withdrawal Authorization Change form to notify them.

- | | |
|---|---|
| ☐ Rent/Loan Payments | ☐ Property, Casualty, Auto Insurance |
| ☐ Utility Bills | ☐ Vendors |
| ☐ Credit Card Bills | ☐ Accounting Services |
| ☐ Phone Service | ☐ Other services |

✓ Set Up/Transfer Your Treasury Services

We will visit your office to reprogram or install equipment and provide on-site training for you and your staff. We are here to assist with any questions during or after setup.

- | | |
|---|--|
| ☐ ACH | ☐ Online & Mobile Banking |
| ☐ Remote Deposit Capture | ☐ Lock Box |
| ☐ Positive Pay | ☐ Corporate Credit Cards |
| ☐ Merchant Services | ☐ Business Bill Pay |

✓ Enter Your Business Bill Payees in Online Banking

After setting up your new online account, enter your payee information. You can:

- ☐ Download or copy payee information from your current account to easily reference while entering payees into your new account.
- ☐ Set up payees and payment schedules as payments become due.

3

Close Your Old Account

Be sure all pending transactions are complete before closing your old account.

✓ Close Account

- ☐ Confirm all check payments and automatic withdrawals have been processed
- ☐ Ensure all automatic transactions are updated with your new account details
- ☐ Transfer any remaining funds to your new account
- ☐ Visit the financial institution or submit the Account Closure Form to close your account
- ☐ Shred old checks and debit cards
- ☐ Review bank statements to confirm automatic payments are processed correctly

Congratulations! Your switch to Security Bank is complete. Welcome to your new bank family — we are excited to have you with us.

Notification of Withdrawal Authorization Change

Name of Company:

Account Number:

Payment Amount:

Address:

City, State, Zip:

Phone Number:

Please change my automatic withdrawal from the following account:

Financial Institution:

Account #

Bank Routing #

Please make all future automatic withdrawals from the following account:

Financial Institution:

Security Bank

Account #

Bank Routing #

103102216

Thank you.

This authorization will remain in effect until I submit to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature:

Date:

Name:

Address:

City, State, Zip:

Phone Number:

Account Closure Authorization

To Whom It May Concern:

Financial Institution:

Address:

City, State, Zip:

Please close my account:

Account Number:

Primary Owner:

Address:

City, State, Zip:

Please send the remaining balance to:

Place an X next to your desired option.

☐

Please deposit directly to my new account at Security Bank.

Account #

Bank Routing #

103102216

☐

Please forward a check to my address listed below.

Primary Signature:

Date:

Joint Signature:

Name:

Address:

City, State, Zip:

Phone Number: