



In two easy steps, enjoy the ease of switching your Business Account to First National Bank of Northern California by using our Business Account “Switch Kit.” If you have Payroll, Automatic Deductions and/or Direct Deposit, we have provided the forms for your appropriate notification.

Step 1

Open a First National Bank checking account and discontinue using your previous bank account

Our Personal Bankers will help you decide which account best serves your needs.

Note: Ensure that you have enough funds in your previous account to clear any remaining checks, automatic withdrawals, and/or allow final direct deposits to clear.

Step 2

Close your old business account

Complete the attached **Account Closure Request Form** to inform your financial institution that you are moving your account to First National Bank.

Utilize the following forms as applicable:

Change your Payroll

Complete the attached **Payroll Process Change Form** and provide it to your current payroll processor.

Change Automatic Withdrawals

If you have automatic deductions, complete the **Automatic Withdrawal Change Form** and provide it to each entity.

Change Direct Deposit

If you have direct deposits complete the **Direct Deposit Change Form** and provide it to each entity.

If you have any questions or concerns, please contact your local Branch Manager for assistance.

Payroll Process Change Request

To: Company Name _____

Company Address _____

City _____ State _____ Zip _____

From: Business Name _____

Business Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

As our current payroll processor, please accept this as our notification and instruction to you regarding my new bank.

Effective ____/____/____ please **discontinue** the processing of my payroll from:

Former Financial Institution

Routing Number

Account Number

Effective ____/____/____ please **begin** using my **new** First National Bank of Northern California account for processing my company's payroll.

First National Bank Routing Number: **1211-0118-9**

My Account Number: _____

If you have questions, please contact me at: (_____) _____

Authorized Signature

Date

Print Name

Title

Special Notation: To ensure there is no delay in this change request, please check with your service provider as some companies may request that you complete their form to change payroll processing.

Automatic Withdrawal Change Request

(Example: Bill Payments, Loan Payments, Merchant Card Services)

(Please Print)

To: Company Name _____

Company Address _____

City _____ State _____ Zip _____

From: Business Name _____

Business Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

I recently changed banks, and hereby request my automatic withdrawal from:

Former Financial Institution

Routing Number

Account Number

In the amount of: _____ For (payment reason) _____

Be changed to:

First National Bank of Northern California, Routing Number: **1211-0118-9**

First National Bank of Northern California Account # _____

Checking

Savings

I authorize this change in electronic withdrawal effective as of _____

Date

If you have questions, please contact me at _____

Thank you,

Authorized Signature

Date

Print Name

Title

Special Notation: To ensure there is no delay in this change request, please check with your service provider as some companies may request that you complete their form to change automatic withdrawal accounts.

Account Closure Request Form

Ensure that you have enough funds in your previous account to clear any remaining checks, automatic withdrawals, and/or allow final direct deposits to clear.

(Please Print)

Account Information

To: Bank Name _____

From: Company Name _____

Account Owner Name _____

Company Address _____

City _____ State _____ Zip _____

To whom it may concern:

Please accept this letter as authorization to close the following account(s) with your financial institution.

Account Number _____ Type _____

Account Number _____ Type _____

Account Number _____ Type _____

Please send a cashiers check for the remaining balance(s) payable to:

First National Bank of Northern California

and make a notation that it is for deposit to my account # _____.

Mail to:

First National Bank of Northern California

Attn: Premier Banking Group

975 El Camino Real, 2nd floor

South San Francisco, CA 94080

Thank you,

Account Owner's Signature

Date