



Welcome to BLC Community Bank

A helpful kit for switching checking and savings accounts to BLC Community Bank.



Thank you for your interest in opening an account with BLC Community Bank. We look forward to serving you. This handy switch kit will assist you in moving your accounts to BLC.

There are three easy steps to move your accounts to BLC:

1. Open your new BLC Checking, Savings or Money Market Accounts
 - Review our account options to see which are best for your business.
 - Stop by the Bank and speak with one of our Banking Professionals today.
2. Switch your Direct Deposits, Automatic Transactions and Online Banking
 - Use the attached forms to switch Direct Deposits and Automatic Payments to your new BLC account
 - Enroll in BLC's Online Banking
3. Close your old accounts
 - Verify that all automatic transactions have been changed to your new BLC account and that all outstanding checks, debits and automated payments have cleared your old account(s).
 - Complete the attached Account Closing Form and send it to your old financial institution to authorize closure of your old account(s).

Please contact BLC Community Bank for additional information



Business Direct Deposit Change Request Form

___ Change ___ New

Sender Information

Name

Address

City

State

Zip Code

Business Information

Name

Address

City

State

Zip Code

The following account has been closed:

Checking Account Number

Savings Account Number

Name of Previous Financial Institution

Address

City

State

Zip Code

I hereby authorize transfer of automatic deposits to BLC Community Bank and submit this letter as written notification

Deposit Instructions

Please deposit the entire amount into the following account at BLC Community Bank:

075905868

BLC Community Bank Routing Number

Bank Account Number

___ Checking ___ Savings

I hereby authorize the above listed entity to deposit funds into the account listed above.
These instructions shall remain in effect until I send written notice of cancellation.

Authorized Signer

Authorized Signer name (please Print)

Date



Business Automatic Payment Change Request Form

To Whom it May Concern:

I would like to change accounts for automatic withdrawals. Below is the date I would like to end payments from my former account and the information you will need to begin drawing payments from my account at BLC Community Bank.

Company discontinuing withdrawal

Date to discontinue withdrawal

Company Address

City

State

Zip Code

My Former Bank Account

Bank Name

Bank Routing Number

Account Number

Checking ____ Savings ____

Reason of Payment

Date of Month

My New BLC Community Bank Account

075905868

BLC Community Bank Routing Number

Account Number

Checking ____ Savings ____

Sincerely,

Customer Signature

Date

Customer Name (Please Print)

Customer E-Mail

Customer Address

City

State

Zip Code



Frequently Asked Questions

Q: How long is it until my automatic payments transition to my BLC account?

A: It depends on when your request is received by service provider. It could take a few weeks for The request to get processed.

Q: How will I know when my request has been received and processed?

A: You will need to carefully monitor your accounts At your former bank and at BLC to ensure all requested automatic payments have successfully transferred (you should see the change on your account statements).

You can use the Checking and Savings Account Transfer Worksheet to help you confirm when Transactions have successfully switched to your New BLC account.

Q: What if a Service Provider attempts an automatic payment from my former account after I have already closed the former account?

A: We recommend that you do not close your former account until you have confirmed that all automatic payments have transferred to your new BLC account. Otherwise you could end up being overdrawn and incur fees. If you have concerns, you should contact your former bank directly.

Q: What if I can't find the information I need to change a deposit or payment?

A: You should call your service provider directly if you need to collect or verify any information.

Q: What if I miss one of my automatic payments?

A: We recommend that you use the Account Transfer Worksheet to ensure that nothing slips through the cracks.

Be sure you monitor your former bank account statements to ensure that all automatic payments have successfully transferred to your new BLC account.

Please contact BLC Community Bank for additional information

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Member FDIC

Equal Housing Lender 