



BUSINESS BANKING

-----SWITCH KIT-----

Thank you for making the switch to Bank of Commerce!

We trust our Switch Kit will assist in making your transition to Bank of Commerce quick and easy. Please contact us at any time via email- customerservice@bocok.com, phone- (800) 324-8003, or in person at any of our Bank of Commerce branches. We are available to help!

Documentation

For each new business account established, please provide the following documentation:

1. Proof of Tax Identification Number (SS-4 Form, Tax Return)
2. Applicable document per entity type:
 - a. Articles of Incorporation (S or C Corp)
 - b. Certificate of Organization (LLC)
 - c. Partnership Agreement
 - d. Certificate of Assumed Name (Sole Proprietorship DBA alternative name)
3. Beneficial Ownership form, provided by the bank during new account opening
4. Government-issued Photo ID and Social Security Number for all individuals with account access

Quick Reference Information

Bank of Commerce Information:

Bank of Commerce Account Number 1: _____

Bank of Commerce Account Number 2: _____

Bank of Commerce Account Number 3: _____

Bank of Commerce Routing Number: 103112992

Former Banking Information:

Former Bank Name: _____

Former Account Number: _____

Former Account Number: _____

Former Account Number: _____

Former Routing Number: _____

Helpful Hints:

Definitions:

- Automatic Deposits: Recurring credits automatically deposited into your account on a regular basis i.e. dividends, customer payments, interest or reimbursement credits.
- Automatic Payments: Recurring payments automatically withdrawn from your account on a regular basis, i.e. mortgage payments and insurance premiums.
- Automatic Deposit Form: Complete and attach a voided check from your new Bank of Commerce account. Note- some companies may require the use of their form.

Note: Certain companies may require additional information and/or specific internal forms other than those included in this switch kit.

Reminder:

Don't forget to order

- Debit cards
- Deposit slips
- Paper Checks

Action Items:

1. Discontinue Using your former bank account.
 - Keep appropriately funded until all debit items clear the account and any electronic payments have been moved to your Bank of Commerce account.
 - Once all items have posted, close the account and destroy unused checks, deposit slips and ATM/debit cards.
2. Utilize Switch Kit worksheets beginning on page 4.
 - Automatic Deductions- Worksheet and Switch Form
 - Direct Deposits- Worksheet and Switch Form
 - Online Bill Pay
3. Change Accounts for Payroll Processing.
4. Set Up Online Bill Pay.
 - Use the Online Bill Pay Worksheet to set up one-time or recurring online bill payments from your new account.
 - Adding Payees requires the Biller Name, Billing Address, Phone Number and your account number as it appears on your bill.
5. Close Your Former Account.
 - Balance your former account. Monitor as necessary for two statement cycles to ensure all debits/credits have cleared. Generally, automatic deposits take effect within three deposit periods and deductions within two withdrawal periods.
 - Send the Account Closure Letter to your former financial institution.

Transition Checklist**Completed (as applicable)**

1. Bank of Commerce checking account opened
 - a. Checks ordered
 - b. Deposit slips ordered
 - c. Online banking established
 - d. Online bill payees transferred
 - e. Debit card(s) received/activated
 - f. Business credit card applied/received/activated
 - g. Credit card balance transfer request
2. Notification to Direct Deposit companies
3. Notification to Automatic Deduction companies
4. Change accounts for Payroll Processing
5. Transfer Online Bill Payments
6. Move other receivables, payables, or accounts
 - i. Merchant Services
 - ii. Financial Services
7. Key employees/consultants notified
8. Former bank checks, debit cards, deposit slips shredded
9. Close Former Account

Automatic Payment Worksheet

Use the worksheet below to document all automatic deductions/withdrawals to be moved to your new account at Bank of Commerce. (use additional pages as needed)

	COMPANY	ACCOUNT NUMBER	AMOUNT	PAYMENT DATE
Mortgage/Rent				
Loans	1.			
	2.			
	3.			
Insurance	1.			
	2.			
Credit Cards	1.			
	2.			
	3.			
Utilities	1. Water/Sewer/Trash			
	2. Gas			
	3. Electric			
	4. Phone			
	5. Internet/Cable			
Memberships/Subscriptions (Chamber Dues, Licenses, Professional Fees, etc)	1.			
	2.			
	3.			
Attorney/Legal				
Accountant				
Lawn/Landscaping				
Taxes	1.			
	2.			
Other	1.			
	2.			
	3.			

Online Bill Pay Worksheet

Use the worksheet below to document all online bill payments you would like to move from your old account to your new Bank of Commerce account.

PAYEE NAME	ADDRESS	PHONE #	ACCOUNT #	AMOUNT	SCHEDULE DATE



Automatic Deposit Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my automatic deposit updated with my new bank information. Please make the following updates. Thank you.

Name on Account _____
Identifying Number (if applicable) _____
Former Bank Name _____
Former ABA Routing # _____ Former Account # _____

Please switch my automatic deposit to the following account: Checking Savings

Bank of Commerce: Routing Number: 103112992 Account Number: _____

Effective: Immediately OR on the following date _____

I, _____, authorize your company to redirect credit entries to my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

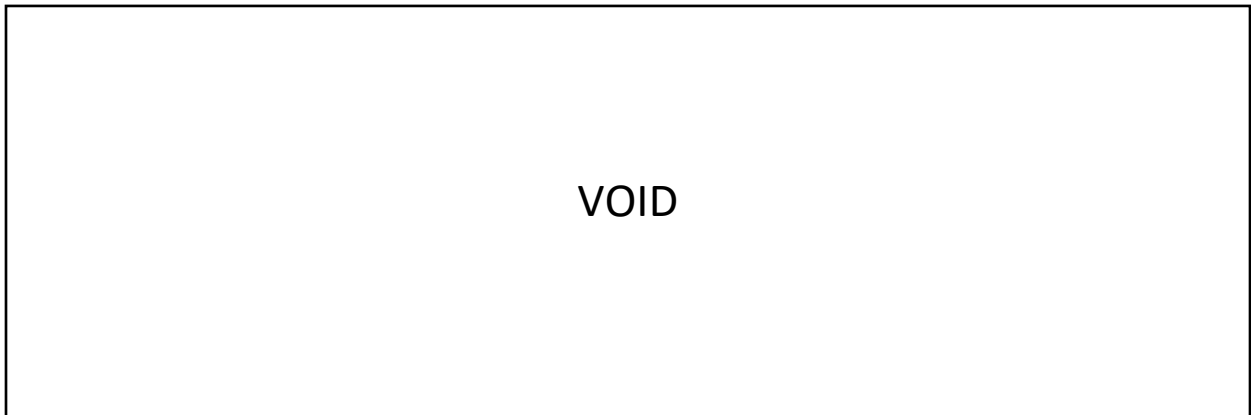
Signature _____ Date _____

Company Name: _____

Address: _____

Phone/Email: _____

(Attach a voided check below)





Automatic Payment/Withdrawal Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my automatic deduction updated with my new bank information. Please make the following updates. Thank you.

Name on Account _____
Identifying Number (if applicable) _____
Former Bank Name _____
Former ABA Routing # _____ Former Account # _____

Please switch my automatic deposit to the following account: Checking Savings

Bank of Commerce: Routing Number: 103112992 Account Number: _____

Effective: Immediately OR on the following date _____

I, _____, authorize your company to redirect debit entries to my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

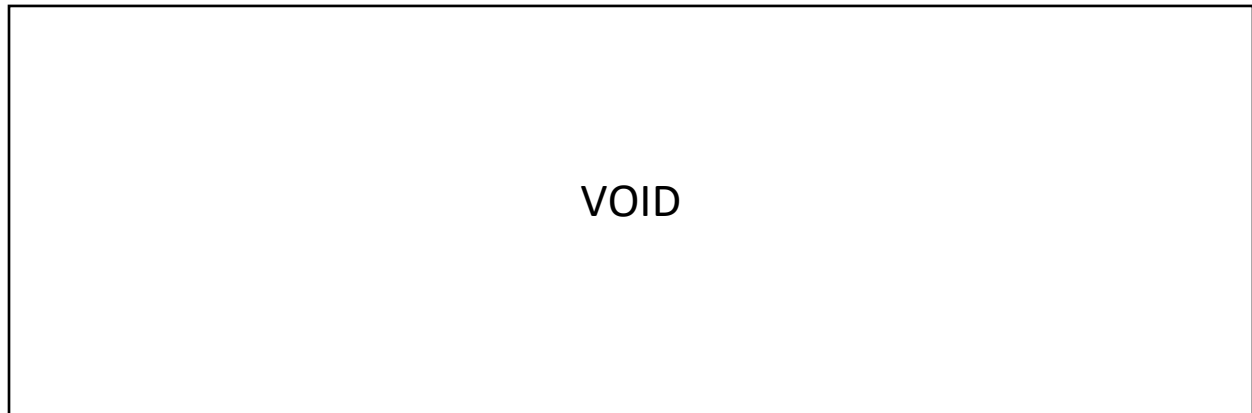
Signature _____ Date _____

Company Name: _____

Address: _____

Phone/Email: _____

(Attach a voided check below)





Payroll Processing Switch Form

Company Name: _____

Address: _____

To Whom It May Concern:

I have switched to Bank of Commerce and wish to have my company's payroll processing updated with my new bank information. Please make the following updates. Thank you.

Name on Account _____
Identifying Number (if applicable) _____
Former Bank Name _____
Former ABA Routing # _____ Former Account # _____

Please switch my automatic deposit to the following account: Checking Savings

Bank of Commerce: Routing Number: 103112992 Account Number: _____

Effective: Immediately OR on the following date _____

I, _____, authorize your company to initiate payroll processing from my account at Bank of Commerce. I understand that this authorization will remain in full force and effect until all parties have received notification from me of its termination in such a time as to afford a reasonable time to act. If you have any questions about this request, please contact me.

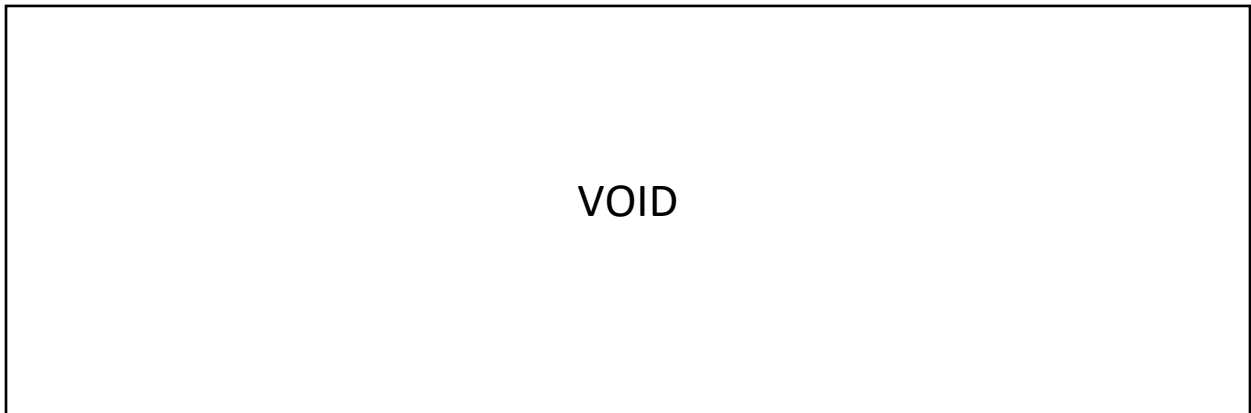
Signature _____ Date _____

Company Name: _____

Address: _____

Phone/Email: _____

(Attach a voided check below)



Account Closure Letter

Former Bank Name: _____

Address: _____

To Whom It May Concern:

This letter is to inform you that I am closing my account(s) at your financial institution. All automatic debits/credits are stopped and all transactions have cleared. Thank you.

Account 1

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Account 2

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Account 3

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Account 4

Name on Account: _____ Account #: _____

Account Type: Checking Money Market Savings

Please send the balance of this account by official check to the address below.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____



Congratulations! You have successfully transitioned to your new Bank of Commerce accounts. Remember, we are here to help, so please contact us anytime you have questions.

Welcome to Bank of Commerce! We are honored to be your bank!

Phone: 800-324-8003

Email: customerservice@bocok.com

Website: www.bocokonline.com

Visit any of our branch locations!

Duncan	1601 W Commerce, PO Box 70, Duncan, OK 73534	(580) 252-8070
Chickasha	2401 Ponderosa Dr, PO Box 2047, Chickasha, OK 73023	(405) 222-3700
Anadarko	110 W Oklahoma, PO Box 667, Anadarko, OK 73005	(405) 247-3311
Southside	701 W Petree, PO Box 667, Anadarko, OK 73005	(405) 247-7411
Carnegie	328 E 4th, PO Box 159, Carnegie, OK 73015	(580) 654-2444
Lawton	1311 NW Sheridan, PO Box 1257, Lawton, OK 73501	(580) 581-1926