



Business *Switch Kit*



Peoples National Bank

Business New Account Switch Kit

Switch your Business to Peoples National Bank!

It's easy to switch from your current checking account to a Peoples National Bank checking account. We will guide you every step of the way!

The following tools can ease and ensure a smooth transition.

Account Activity Review

After opening your business account with Peoples National Bank, review your prior account activity to identify scheduled debits/credits, outstanding checks, incoming transfers, outgoing wires and vendors (payroll/merchant services) that are processing transactions.

- **Incoming Wire Instructions**
- **Vendor Credit/Debit Change Form** *(print on letterhead)*

Set up Business Express Online Banking (BeB)

Self-enrollment at www.peoplesnationalbank.com, then select Business Express from the Account Log In box or a banker can assist with the set up.

Order Checks

Identify if you would prefer to use Peoples National Bank's check vendor, Harland, or you may use the included Check Specification Sheet for your third party vendor.

Close your Account

Close your old account. Once your checks have cleared and your automatic payments have been changed to your new account, fill out the "Account Closure Request Letter" form from the Switch Kit to inform your former bank that you wish to close your account.

Use the worksheet to track the information you need to switch recurring payments and deposits to your new Peoples National Bank Business account. This form is to help guide you, identifying your current vendors that may be accessing your account.

New Account Number _____ New Routing Number: 081206807

Recurring bill payments, merchant services, payroll providers, taxes, other vendors that debit or credit your account.

Outstanding Checks to Clear:

[illegible]

Re: Vendor Credit/Debit Account Change

To Whom It May Concern:

On behalf of our mutual client, please update the account information for processing payments and/or debits via ACH.

Effective Date of Change:

Customer Name:

Bank Name: Peoples National Bank

Bank Address:

Account Number:

Routing Number: 081206807

Account Type: Checking

Please direct any question regarding the change to

Thank you for your prompt attention to making the requested change.

Regards,

Incoming Wire Instructions

In order to ensure that wire transfers are handled in the most efficient manner, please use the following wiring instructions:

DOMESTIC WIRES (within US):

- Creditor Agent/Instructed Agent: Peoples National Bank
Creditor Agent/Instructed Agent ID (ABA): 081206807
Creditor Agent/Instructed Agent Address: 520 S 42nd Street
Mount Vernon, IL 62864, USA
- Creditor Name (Customer Name):
Creditor Account (PNB Acct. Number):
Creditor Address (PNB Customer):

FOREIGN WIRES:

Wires from other countries in USD

- Creditor Agent/Instructed Agent: Peoples National Bank
Creditor Agent/Instructed Agent Swift: PENLUS41
Creditor Agent/Instructed Agent Address: 520 S 42nd Street
Mount Vernon, IL 62864, USA
- Creditor Name (Customer Name):
Creditor Account (PNB Account Number):
Creditor Address (PNB Customer):

Wires from other countries in Foreign Currency (FX)

- Instructed Agent: US Bank
Instructed Agent Swift/BIC: USBKUS44IMT
Instructed Agent Address: 800 Nicollet Mall
Minneapolis, MN 55402, USA
- Creditor Agent Name: Peoples National Bank
Creditor Agent Account Number: 1004131734
Creditor Agent Address: 520 S 42nd Street
Mount Vernon, IL 62864, USA
- Creditor Name (Customer Name):
Creditor Account Number
(PNB Acct. Number)
Creditor Address (PNB Customer):

Check Specification Sheet

MAGNETIC INK PRINTING SPECIFICATIONS

BANK NAME: Peoples National Bank

TRANSIT - ROUTING NUMBER: 081206807 BRANCH: All

DESCRIPTION OF PRINTING

AUXILIARY "ON-US" FIELD										TRANSIT-ROUTING FIELD										"ON-US" FIELD																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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TRANSIT NO. SYMBOL II

AMOUNT SYMBOL II

ON-US SYMBOL II

DASH SYMBOL III

FRACTIONAL: 70-680/812

NOTE - AN "X" IN SPACE ABOVE INDICATES A BLANK 1/8" SPACE TO BE LEFT IN CODE SEQUENCE.

SEE BANK MANAGEMENT PUBLICATION #147 BY AMERICAN BANKERS ASSOCIATION FOR DETAILED PRINTING SPECIFICATIONS

UPPER ROW OF BLOCKS (DESIGNATED "C")
REPRESENTS CHECK CONFIGURATION
LOWER ROW OF BLOCKS (DESIGNATED "D")
REPRESENTS DEPOSIT TICKET CONFIGURATION

USE ARROWS AND BRACKETS BENEATH "ON-US" FIELD TO DESCRIBE VARIOUS COMPONENTS SUCH AS BRANCH NUMBER, ACCOUNT NUMBER AND CHECK DIGIT.

Bank Name: Peoples National Bank

Routing Number: 081206807

Customer Name:

Account Number:

Account Closure Request Letter

Date _____

Name of Financial Institution _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern:

This letter is to inform you that I have decided to close the account(s) listed below as of

☐ Please close the account(s) noted below and mail the balance and any interest earned to my address.

☐ Please close the account(s) noted below and mail the balance and any interest earned to my new Peoples National Bank account, also noted below.

Account 1

Old Account Number _____ Old Routing Number _____

To Peoples National Bank:

New Account Number _____ New Routing Number: 081206807

Account 2

Old Account Number _____ Old Routing Number _____

To Peoples National Bank:

New Account Number _____ New Routing Number: 081206807

Account 3

Old Account Number _____ Old Routing Number _____

To Peoples National Bank:

New Account Number _____ New Routing Number: 081206807

Upon closure of the account(s), please send a confirmation to the address below.

Sincerely,

Customer's Signature _____

Print Name _____

Account Number with Payee _____

Address _____

City _____ State _____ Zip _____