



Business *Switch Kit*

PNB
PEOPLES NATIONAL BANK

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.

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):

- Beneficiary Bank: Peoples National Bank

Routing Number: 081206807

- Beneficiary:

Account Number:

FOREIGN WIRES:

Wires from other countries in USD

- Beneficiary Bank: Peoples National Bank

Swift Code: PENLUS41

- Beneficiary:

Account Number:

Wires from other countries in Foreign Currency (FX)

- Beneficiary Bank: U S Bank, St. Louis
800 Nicollet Mall
Minneapolis MN 55402 USA

Routing Number: 081000210

Swift Code: USBKUS44IMT

- Beneficiary: Peoples National Bank

Account Number: 1004131734

- Further Credit:

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 _____