



EASILY SWITCH YOUR BUSINESS ACCOUNTS TO HERITAGE BANK NA

Switching your business accounts to Heritage Bank, N.A. is simple. Use our organizer on the reverse side to make your transition a smooth one. Follow these steps to get started.

1 Open your Heritage account

Make your first deposit. Remember to order your debit card, checks, and sign up for online banking! We also offer credit cards and Mobile Banking.

3 Stop using your old account

Keep the old account open until all outstanding checks have cleared and you have moved your direct deposits and scheduled transactions to your new **Heritage Bank, N.A.** checking accounts, debit card, and Bill Pay.

2 Switch your direct deposit

You will need to have your routing and checking account numbers. If you make payments by debit card, you'll need that information too. If written notification is required, use our *Scheduled Payment Transfer Letter* found at heritagebankna.com to assist you.

4 Close your old account

Once all your checks have cleared and your scheduled payments and direct deposits are successfully transferred, close your old account. Use our *Account Closing Letter* found at heritagebankna.com to notify your previous bank.

CONTACT YOUR CUSTOMER CARE TEAM

Call 320-235-5720 Text (320) 441-0454 Toll-Free 1-800-344-7048

SWITCH YOUR ACCOUNT TO HERITAGE BANK NA

Use this worksheet to track the information you need to switch recurring payments and deposits to your Heritage Bank, N.A. checking account. This document is for your reference only and can be used as a helpful guide with your transition to Heritage Bank, N.A.

IMPORTANT INFORMATION YOU WILL NEED

Heritage Bank Routing Number: _____

New Heritage Bank Business Checking Account Number: _____

New Heritage Bank Business Debit Card Number: _____

DIRECT DEPOSITS AND SCHEDULED PAYMENTS TO SWITCH

Contact vendors that send direct deposits to your old account and have them switch your deposits to Heritage Bank, N.A. Next, save time by scheduling one-time or recurring payments using your debit card, checking account, or online banking.

Company/Payee	Next Scheduled Payment	Amount	Date Notified	New Payment Established

PAYROLL FUNDING ACCOUNTS TO SWITCH

Payroll Provider	Date Provider Notified	Status

OUTSTANDING CHECKS/PAYMENTS TO CLEAR ON OLD ACCOUNT

Check Payable To	Amount	Date	Check Cleared

OLD ACCOUNTS TO CLOSE

IMPORTANT: Before you close your old account(s), allow time for outstanding checks, debit card purchases, and recurring payments to clear—usually around 10 business days.

Bank Name	Routing Number	Account Number	Date Closed