



Business Banking

switch kit

Thank you for choosing Desert Community Bank.

We crafted this kit to make your transition to Desert Community Bank as simple as possible. We look forward to working with you and custom building a solution that meets your business's needs.

To complete your transfer to Desert Community Bank, simply follow these steps:



Step 1:

Open your new Desert Community Bank business checking account. If you need assistance selecting one, speak to your financial craftsman.



Step 5:

Transfer any incoming deposits to Desert Community Bank, and notify anyone electronically crediting your old account about your new account. To facilitate these changes, we've included an Incoming Deposit Change Authorization form in this kit.



Step 2:

Cease activity on your old business checking account, being sure to allow time for outstanding checks to clear. Destroy any ATM/debit cards, unused checks, and deposit slips.



Step 6:

Close your old checking account once your checks have cleared and your automatic payments and direct deposits are successfully being deducted or credited to your Desert Community Bank account.

We've included an Authorization to Close Business Account form to make this easier.



Step 3:

Provide your payroll processor with your new Desert Community Bank account number. Your financial craftsman can help you complete the Payroll Processor Notification form, which is included with this kit.



Step 4:

Switch any automatic payments to your new Desert Community Bank account. These include utility bills, dues, and vendor payments. If written notifications are required, please use the Automatic Payment Change Authorization form in this kit.

Need further assistance?



Call your financial craftsman at (760) 243-2140 or visit your local branch today.



About the forms in this kit.

We crafted the enclosed forms to help ensure that your automatic payments (such as ACH debits and credits) migrate quickly to your new Desert Community Bank business checking account. Follow the instructions and tips below, and feel free to contact your financial craftsman with any questions.



Payroll Processor Notification form

1. Contact your payroll processor to ensure that no additional forms are required.
2. Use the form to switch the account your payroll is funded from to your new Desert Community Bank account.
3. Maintain your old account until the payroll deduction has been successfully migrated to your Desert Community Bank account.



Automatic Payment Change Authorization form

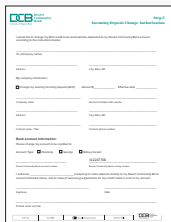
1. Review the checklist below to help identify any existing automatic payments you make.
2. Use the form to request automatic payments to be established on your new Desert Community Bank account.
3. Maintain your old account until all automatic payments have successfully migrated to your Desert Community Bank account.

Automatic Payment Checklist

- Utilities (phone, internet, electric, gas, etc.)
- Tax payments (federal, state, and local)
- Merchant services/Credit card processing
- Insurance
- Loan or lease payments
- Building mortgage or lease
- Professional memberships
- Credit cards

After sending your automatic payment change request:

Verify that your request has been processed by monitoring your Desert Community Bank account via Online Banking or by calling Business Banking Support at (760) 243-2140.



Incoming Deposit Change Authorization form

1. Contact your vendor to ensure no additional forms are required.
2. Use the form to switch your ACH credits to your new Desert Community Bank account.
3. Maintain your old account until incoming deposits have successfully migrated to your Desert Community Bank account.

After sending your incoming deposit change request:

1. Confirm with your vendor that your form was received.
2. Monitor your Desert Community Bank account via Online Banking or by calling Business Banking Support at (760) 243-2140.



Authorization to Close Business Account form

1. Contact your old bank to ensure no additional forms are required.
2. Terminate any treasury management services, such as ACH, online wire, remote deposit, etc.

After sending your incoming deposit change request:

Check your old bank's statements to confirm all accounts have zero balances and have been closed.



I would like to change my payroll funding account to the Desert Community Bank Account listed below:

To: (Payroll company name)

Address

City, State, ZIP

My company information:

Company name

Address

City, State, ZIP

Contact name / Title

Contact phone number

Bank account information:

Please change my payroll funding account to: Effective date _____

Account Type: Checking Savings Money market

Desert Community Bank account number

122237706

Desert Community Bank routing number

Signature

Date

Printed name and title

I would like the following payment to be automatically debited from my Desert Community Bank account according to the instructions below:

To: (Company name)

Address

City, State, ZIP

My company information:

Change my existing automatic payment Amount \$ _____ Effective date _____

Company name

Account number with vendor

Address

City, State, ZIP

Contact name / Title

Contact phone number

Bank account information:

Please change my account to be debited to: _____ Effective date _____

Account Type: Checking Savings Money market

Desert Community Bank account number

122237706

Desert Community Bank routing number

Signature

Date

Printed name and title

I would like to change my ACH credit to be automatically deposited to my Desert Community Bank account according to the instructions below:

To: (Company name)

Address

City, State, ZIP

My company information:

Change my existing incoming deposit (ACH) Amount \$ _____ Effective date _____

Company name

Account number with vendor

Address

City, State, ZIP

Contact name / Title

Contact phone number

Bank account information:

Please change my account to be credited to:

Account Type: Checking Savings Money market

Desert Community Bank account number

122237706

Desert Community Bank routing number

I authorize _____ (company) to make deposits directly to my Desert Community Bank account indicated above, and to make (if necessary) adjustments for any credit made in error to my account.

Signature

Date

Printed name and title

To: (Financial institution name)

Address

City, State, ZIP

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all automatic debits and credits to my account.

The following account numbers indicate the accounts to be closed:

Effective close date: _____

Checking account number

Checking account name

Checking account number

Checking account name

Checking account number

Checking account name

Savings account number

Savings account name

Other account number

Other account name

If you have any questions please let me know. Otherwise, please send any remaining funds to the address below.

Sincerely,

Signature – Primary signer

Signature – Secondary signer (if applicable)

Name (please print) / Title

Name (Please Print) / Title

Company name

Address

City, State, ZIP