QUICK SWITCH

WITH COMMUNITY STATE BANK

ACCOUNT TRANSFER KIT

FOR BUSINESS

COMMUNITY STATE BANK Member FDIC

THINKING OF SWITCHING BANKS?

IT'S EASY TO DO WITH COMMUNITY STATE BANK

JUST FOLLOW THE SIMPLE INSTRUCTIONS ON THE NEXT PAGE.

COMMUNITY STATE BANK

BUSINESS *QUICK SWITCH* GUIDE

Step 1 - Answer a few simple questions.

1) Please provide us with your Business Account Information on page 3.

2) Complete Page 4 if you want to authorize Automatic Payment. Complete Page 5 to select Business Banking Services.

3) Drop these forms off at any of our locations. Please remember to include your phone number and the best time to call (page 3).

4) Visit your preferred branch to sign the required paperwork that makes the switch legal and secure.

5) Confused? Not a problem - Stop by any location and we'll fill out the forms with you. **Or just call 262.878.3763**.

Step 2 - Select the size, style and layout of your new checks.

☐ Stop by your local Community State Bank location to select and order your new business checks. If you have a style or program that you'd like to continue using, just bring along a sample. Request a check layout specification sheet to provide your check vendor of choice.

Step 3 - Move transactions to your new account.

☐ Verify that all checks or automatic withdrawals have cleared from your previous account. These transactions might take a few weeks, so leave enough money in your previous account to cover them.

☐ Notify anyone who makes automatic withdrawals from your account that you have moved to Community State Bank. Now that you have moved, they will need your new account and routing number, which is on one of your Community State Bank deposit slips or a voided check.

☐ Contact everyone who makes deposits to your account to request a change of the deposit account. This could include electronic deposits, merchant credit card transactions or other payments.

☐ Cancel automated payment services, such as bill-paying by phone or online banking services, by contacting your previous financial institution. We have a variety of electronic banking services and we'll be happy to set them up for you.

Step 4 - Close your old accounts.

☐ Tell your previous financial institution to close your account and request a check for the balance. Make sure all outstanding transactions on that account have cleared.

☐ Destroy all old ATM/Debit Cards, deposit slips and checks from your previous account.

BUSINESS ACCOUNT INFORMATION

☐ SOLE PROPRIETOR ☐ PARTNERSHIP ☐ CORPORATION ☐ LLC

☐ OTHER _____ ☐ OPENING DEPOSIT _____

IMPORTANT: Additional documentation may be required at the time this account is opened. This may include, but is not limited to, *Fictitious Businesss Name Statement, Partnership Agreement, Articles of Incorporation, Articles of Organization, Trust Documents,* or *Government Issued Business License*.

BUSINESS NAME	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
MAILING ADDRESS (IF DIFFERENT)	
BUSINESS TELEPHONE	TAXPAYER ID #

SIGNER INFORMATION I.

FIRST NAME	M.I.	LAST NAME
TITLE		
D.O.B.	S.S.N.	HOME PHONE
HOME ADDRESS		

SIGNER INFORMATION II. (Please attach any additional signer information.)

FIRST NAME	M.I.	LAST NAME
TITLE		
D.O.B.	S.S.N.	HOME PHONE
HOME ADDRESS		

ADDITIONAL INFORMATION

PLEASE PROVIDE THE FOLLOWING:

1) A voided copy of your current deposit ticket 2) A voided copy of your current check style

3) Number of endorsement stamps you would like: _____

CONTACT PERSON	PHONE	BEST TIME TO CALL

AUTOMATIC PAYMENT AUTHORIZATION

I would like Community State Bank to make the following automatic payments *from* my account:

AUTOMATIC PAYMENT REQUEST I.

NAME OF COMPANY TO PAY

COMPANY ACCOUNT # AMOUNT DATE TO PAY

ADDRESS PHONE

AUTOMATIC PAYMENT REQUEST II.

NAME OF COMPANY TO PAY

COMPANY ACCOUNT # AMOUNT DATE TO PAY

ADDRESS PHONE

AUTOMATIC PAYMENT REQUEST III.

NAME OF COMPANY TO PAY

COMPANY ACCOUNT # AMOUNT DATE TO PAY

ADDRESS PHONE

AUTOMATIC PAYMENT REQUEST IV.

NAME OF COMPANY TO PAY

COMPANY ACCOUNT # AMOUNT DATE TO PAY

ADDRESS PHONE

PREVIOUS BANK NAME PREVIOUS BANK ACCOUNT #

CUSTOMER SIGNATURE *(Cutomer must initiate any changes)*

DATE

BUSINESS BANKING SERVICES

How can we help your business prosper?

Managing a business in today's economy can be a real challenge for today's entrepreneurs. At Community State Bank, we can provide you with the necessary tools to help you start, maintain, and succeed in business. We offer a wide variety of quality financial products and services, to suit your business banking needs. Our professional staff will work with you one-on-one to assess your needs and make recommendations based on your current situation.

Please check the services you currently use, or would be interested in:

- ☐ MONEY MARKET ACCOUNT
- ☐ CERTIFICATE OF DEPOSIT
- ☐ BUSINESS LOAN
- ☐ BUSINESS LINE OF CREDIT
- ☐ BUSINESS CREDIT CARD
- ☐ BUSINESS CHECK CARD
- ☐ ONLINE BANKING
- ☐ NIGHT DEPOSIT SERVICES
- ☐ INVESTMENT SERVICES
- ☐ INSURANCE SERVICES
- ☐ MERCHANT ACCOUNT
- ☐ SBA LOANS
- ☐ EQUIPMENT LEASING
- ☐ AGRICULTURAL LOANS
- ☐ REAL ESTATE LOANS
- ☐ BUSINESS MANAGER

IMPORTANT INFORMATION

In accordance with Section 326 of the USA Patriot Act signed October 26, 2001, all persons are subject to the identity verification requirements even though you may be a long-term customer of, and well-known to, Community State Bank.

For the purpose of the regulation, an "account" includes every formal banking relationship that entails ongoing services, dealings or transactions. Some examples are a deposit account, loan, trust relationship or safe deposit box rental.

If you request to open an account or become a signatory on an account with Community State Bank and Community State Bank has not previously verified your identity under the new regulatory requirements, Community State Bank will request documentation verifying your identity, such as a driver's license or passport. Community State Bank may also verify your identity through means other than documentation. Similar identification requirements apply to business entities, such as corporations and partnerships.

In all cases, protection of our customers' identity and confidentiality is Community State Bank's pledge to you.

BUSINESS MANAGER
CASH FLOW MANAGEMENT

Are you tired of the waiting game, the squeeze, the cash flow crunch? It's that intermediate time period from the time you sell a product or service to the day you receive payment for it. It can handicap even the most resourceful of companies, hampering productivity, stifling growth, and making cash flow the primary concern of most small businesses. We offer the solution: Business Manager.

Business Manager is a complete system that allows you to get cash for your receivables on a daily basis by selling them to Community State Bank. The bank sends monthly statements on your behalf, and we provide you with detailed management reports outlining critical information about your business and receivables.

Business Manager effectively puts your business on an all-cash basis, enabling you to take advantage of suppliers' early payment discounts, increase sales, redirect staff time, and even offer convenient payment terms to your customers. You save the time and money traditionally spent on receivables management, and you get to focus on building your business.

How does it work?

As your business sells products or services to customers, you submit those invoices to the bank. Community State Bank purchases the invoices within 24-hours, your business then has these funds to use to make payroll, buy equipment, and facilitate future growth.

What are the benefits of the Business Manager program?

- IMPROVE CASH FLOW
- IMPROVE MANAGEMENT
- SAVE TIME & MONEY
- IMPROVE COLLECTIONS

Is Business Manager right for my company?

The only way to find out if Business Manager is right for your business is to sit down and discuss it with one of our lenders and our Business Manager specialist. To learn more about the Business Manager program please contact Community State Bank, or ask for more information when filling out or submitting this Business Quick Switch Kit. Call: 262.878.3763 for more information.

(There are additional fees associated with this Business Banking product. For a full fee structure please contact Community State Bank)

Member FDIC

BURLINGTON
308 Bridge Street
Burlington, WI 53105
262.767.9000

KANSASVILLE
3731 S. Beaumont Ave.
Kansasville WI 53139
262.878.3792

MT. PLEASANT
8338 Washington Ave.
Racine, WI 53406
262.886.2200

PADDOCK LAKE
25360 75th Street
Salem, WI 53168
262.843.9400

ROCHESTER
201 W. Main Street
Rochester, WI 53167
262.534.4202

STURTEVANT
9119 Durand Ave.
Sturtevant, WI 53177
262.886.2600

UNION GROVE
1500 Main Street
Union Grove, WI 53182
262.878.3763

WATERFORD
810 Fox Lane
Waterford, WI 53185
262.514.2200

www.CommunityStateBank.net

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