Welcome to the Enterprise Bank & Trust Switch Kit!

We want to make your switch to Enterprise Bank & Trust as easy as possible! Here are 5 simple steps to make it happen!

1. Open your Enterprise Bank & Trust account
You can expedite the process by completing our Account Application and bringing it into one of our banking locations or simply stop by one of our locations and they will be glad to collect the information needed to open your account.

2. Stop using your old account
In order to close out your old account, you need to let all the outstanding checks clear. To help this process, it is a good idea to destroy any unused checks, deposit slips, ATM, and debit cards.

3. Change your direct deposits
To help with this process, complete the enclosed form and provide it to your employer, Social Security Administration, or anyone else sending you money on a regular basis. Be sure to include a deposit slip or voided check from your new Enterprise account.

4. Change automatic payments
Use the enclosed form to change those automatic payments that come out of your checking account each month. Complete the form for each vendor that collects payments automatically. Don't forget about payments that may be automatically directed to your debit card.

5. Close your old account
Finally it is time to close out that old account! Send the enclosed form to your old bank. No face-to-face confrontation is needed. If your checks have all cleared, your old bank can forward any remaining balance to you via a check.

New Account Application

Primary Owner

Name | Social Security Number | Date of Birth

Address | City, State, Zip | Yrs at Addr. | Home Phone

Employer | Length of Employment (yrs/mo) | Work Phone

Identification

Secondary Owner _____ or Beneficiary_____ (Designate one)

Name | Social Security Number | Date of Birth

Address | City, State, Zip | Yrs at Addr. | Home Phone

Employer | Length of Employment (yrs/mo) | Work Phone

Identification

Third Signer _____ or Beneficiary_____ (Designate one)

Name | Social Security Number | Date of Birth

Address | City, State, Zip | Yrs at Addr. | Home Phone

Employer | Length of Employment (yrs/mo) | Work Phone

Identification

I (we) authorize Enterprise Bank & Trust to make whatever inquiries it deems necessary in conjunction with my (our) deposit account application and authorize any person, entity or consumer reporting agency to furnish in response to such inquiries any information it may possess. I (we) further agree to be bound by all regulations of the Bank, acknowledge receipt of the Deposit Account Agreement and Disclosure, Regulation CC Funds Availability Disclosure and the Enterprise Bank & Trust Privacy Notice and agree to be bound by the terms thereof.

Signature of Applicant _____ Date _____

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FOR BANK USE ONLY

New Account Rep _____

Date _____

Account Type	**Account Number**
Checking	_____
Savings	_____
Money Market	_____
ATM Card	_____
Debit Card	_____
Credit Card	_____

Change Automatic Withdrawal

_____
Date

_____
Name of Company That Makes Automatic Withdrawal

_____
Street Address

_____
City, State, Zip

To Whom It May Concern:

You are currently withdrawing $_____ for my _____ (purpose of payment), _____ (account or other identifying number), _____ (when) from the following account:

Old Bank Name: _____

Old Bank Routing Number: _____

Old Account Number: _____

Please stop making withdrawals from that account and instead make them from:

Financial Institution Name: Enterprise Bank & Trust

Bank Routing Number: 081006162

Account Number: _____

If you have any questions about this request, please contact me during the DAY / EVENING (circle one) at _____ (phone number).

Sincerely,

_____
Signature

_____
Name (please print)

_____
Street Address

_____
City, State, Zip

Change Direct Deposit

_____
Date

_____
Employer/Depositor's Name

_____
Street Address

_____
City, State, Zip

To Whom It May Concern:

You are currently depositing my entire paycheck, part of my paycheck, or another type of payment into the following account:

Old Bank Name: _____
Old Bank Routing Number: _____
Old Account Number: _____

Please stop making deposits to that account and instead make them to:

Financial Institution Name: Enterprise Bank & Trust
Bank Routing Number: 081006162
Account Number: _____

If you have any questions about this request, please contact me during the DAY / EVENING (circle one) at _____ (phone number).

Sincerely,

_____
Signature

_____
Name (please print)

_____
Street Address

_____
City, State, Zip

Close Account

_____
Date

_____
Employer/Depositor's Name

_____
Street Address

_____
City, State, Zip

To Whom It May Concern:

Please close my account _____ (account number), and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the DAY / EVENING (circle one) at _____ (phone number).

Sincerely,

_____
Signature

_____
Name (please print)

_____
Street Address

_____
City, State, Zip