

The Regions Business Banking Switch Kit

WHAT YOUR CLIENT NEEDS TO OPEN A REGIONS BUSINESS CHECKING ACCOUNT

The following checklist shows your client the information and documents required to open a business checking account with Regions Bank. Your client only needs five simple things to get started.

- 1 Name of company and name of signatories on the corporate resolution
- 2 Physical address of company – no post office box addresses are accepted
- 3 Certified document for business entity:
 - Corporations – Articles of Incorporation and Corporate Resolution
 - Not-for-Profit Organizations – Articles of Incorporation and Corporate Resolution
 - Limited Liability Company (not incorporated) – Articles of Organization
 - Partnership-Partnership Agreement
 - Sole Proprietorship – Personal ID and Business License
 - Association/Organization – Charter of Official Organizational Document
 - Fictitious Name Registration (Florida businesses only)
- 4 U.S. Company Identification – Taxpayer Identification Number (TIN) or a Social Security Number (SSN) for sole proprietorships or a DBA
- 5 Acceptable identification for signatories on account: Unexpired Driver's License, Unexpired Non-Driver's ID, Temporary Driver's License,* Temporary* Non-Driver's License, U.S. Military ID or U.S. Passport**

If a Non-Driver's ID or Temporary ID is used to open an account, a second form of acceptable identification is requested.
Second Form of Identification:

- Student identification with photograph
- Employment identification with photograph
- Major credit card

*Not available in all areas. Subject to state guidelines. **Applies to signatories who are U.S. citizens. Additional identification is required for non-U.S. citizens.



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FREQUENTLY ASKED QUESTIONS

Q: What should I do to switch my payroll funding to my new Regions checking account?

A: Complete and sign the enclosed Payroll Processor Notification (Form 1). This form should then be given to your payroll processor.

Q: How do I have my Federal Tax payment (formerly TT&L) directly deducted from my Regions checking account?

A: For electronic drafts of Federal Tax payments, call EFTPS at 1-800-555-4477 or log on to eftps.gov.

Q: How do I transfer payments that are automatically deducted from my old checking account to my new Regions account?

A: Fill out the enclosed Automatic Payment Request (Form 3) to transfer drafts/automatic payments to your Regions account. Once you have cancelled the draft, Regions will gladly help you set up new automatic deductions on Regions Free Online Banking with Bill Pay for Business, so you'll have more control over your deductions.

Q: What if I have trouble switching my account?

A: Call a Regions banker at 1-800-REGIONS (800-734-4667) if you need help. We're available to help provide personal assistance Monday–Friday, 6 a.m. to 7 p.m. CST and Saturday, 6 a.m. to 2 p.m. CST.

Q: Where can I get more Automatic Payment and Direct Deposit forms?

A: You can print more forms at regions.com or call a Regions banker at 1-800-REGIONS.

Q: How do I close my previous checking account?

A: Fill out the enclosed Account Closing Form (Form 5). Use it to notify your previous bank of your closing request.

Q: How do I enroll for Regions Free Online Banking with Bill Pay for Business?

A: You can enroll for Online Banking with Bill Pay by visiting regions.com and completing the application.

Q: How do I link QuickBooks to my new Regions account?

A: Once you've enrolled in Regions banking with QuickBooks, if you have any questions call 1-800-REGIONS (800-734-4667).

Q: How do I set up Merchant Services with Regions?

A: Contact your local Regions banker to schedule an appointment with your designated Merchant Sales Representative.