

THE REGIONS BUSINESS BANKING SWITCH KIT

Time is valuable, and yours is far better spent running your business, not jumping through hoops trying to manage your bank accounts. It's time to expect more. Regions is all about simplicity, convenience and freedom. So we've intentionally made opening a Regions business account easy to do, on your terms and timeframe. In fact, everything you'll need is right here.

After all, we believe that if we can make banking a little easier for you, perhaps it will make running your business a little easier, too.

Follow these simple steps to move your business checking relationship to Regions:

- 1 Open a Regions Business Checking account. We'll help you decide which account best fits your needs.
- 2 Supply a voided check and the name of a contact at your office who can review check stock requirements to ensure you receive a comparable check style with your new Regions Business account.
- 3 Stop using your previous checking account. Allow time for outstanding checks to clear — usually about 10 days after written. Destroy your ATM and/or debit card(s), any unused checks, and deposit slips.
- 4 Change your checking account information with your payroll processor. Notify your payroll processor of the updated account number from which to debit. Your local banker can help you complete the enclosed Payroll Processor Notification Form (Form 1) to quickly make this switch.
- 5 Transfer any automatic payments and debits to Regions. Notify anyone deducting automatic payments from your previous account (insurance, utilities, merchant services, etc.) of your new Regions account information. To quickly make this switch, your local banker can help you complete the enclosed Automatic Payment Request (Form 2).
- 6 Transfer any incoming deposits to Regions. Notify anyone electronically crediting to your previous account of your new Regions account information. Your local banker can help you complete the enclosed Incoming Deposit Request (Form 3) to quickly make this switch.
- 7 Close your previous checking account. After all your checks and automatic payments have cleared, close your previous checking account(s). Your local banker can help you complete the enclosed Account Closing Request Form (Form 4) to notify your previous bank of your decision to close your account(s).

If you have any questions during this process, expect more help from Regions. You can call 1-800-REGIONS (800-734-4667), visit any branch or [regions.com](https://www.regions.com).

We've enclosed six forms that will help you make the quick switch to Regions.

Just complete and send these to the appropriate contacts to ensure automatic payment drafts and ACH are properly and quickly moved to your new Regions account. You can also use the letter we've included to close your previous bank account. Instructions and tips are below. If you have any questions, please contact your local Regions banker.

FORM 1 Payroll Processor Notification

Before sending the Payroll Processor Notification

1. Check with your payroll processor to ensure no other forms are required.
2. Use the enclosed form to change the account from which funds should be deducted for payroll purposes.
3. Maintain the account at your previous bank until the payroll deduction has been switched over to your new Regions account.

After you have sent the Payroll Processor Notification

1. Confirm with your payroll processor that the form was received.
2. Monitor your account through 1-800-REGIONS (800-734-4667) or by logging on to Online Banking with Bill Pay to verify that your payroll deduction has begun.

FORM 2 Automatic Payment Request

Before sending the Automatic Payment Request

1. Review the Automatic Payment Resource information below to identify any existing automatic payments.
2. Use the enclosed form to request that your automatic payment be established at Regions.
3. Maintain the account at your previous bank until the automatic payment has been switched over to your new Regions account.

Automatic Payment Resource

Can't remember all the automatic payments you've set up from your old checking account? We hope the helpful checklist that follows will serve as a great resource for you. You can also use Online Banking with Bill Pay to manage monthly payments. It's free with your Regions checking account.

Automatic Payment Checklist

- Insurance
- Loan/Lease Payments
- Professional Memberships
- Building Mortgage/Lease
- Building Utilities (phone, Internet, electric, gas, etc.)
- Credit Cards
- Merchant Services (credit and debit)
- Tax Payments (federal, state, local)

After you've sent the Automatic Payment Request

Verify this request has been processed by monitoring your account through 1-800-REGIONS (800-734-4667), or by logging on to Online Banking with Bill Pay to verify that your automatic payment has begun.

FORM 3 Incoming Deposit Request

Before sending the Incoming Deposit Request

1. Check with your contact to make sure no other forms are required.
2. Use the enclosed form to change the account number to be credited.
3. Maintain the account at your previous bank until incoming deposits have been switched to your new Regions account.

After you've sent the Incoming Deposit Request

1. Confirm with your contact that the form was received.
2. Monitor your account through 1-800-REGIONS (800-734-4667) or by logging on to Online Banking with Bill Pay to verify that the incoming deposit has begun.

FORM 4 Account Closing Request

Before sending the Account Closing Request

1. Check with your previous bank to make sure no additional information or forms are required to close the account or terminate treasury services.
2. Inquire about any possible penalties, with respect to early withdrawal, before you close your account. If you have Certificates of Deposit (CDs), it is important to check the maturity dates.

After you've sent the Account Closing Request

1. Check account statements to verify that all accounts have a zero balance and have been closed.

FORM 5 Cash Management Activation Request

1. Complete this form and return it to a Regions associate to expedite the activation of many time-saving liquidity and cash management services.

FORM 6 Business Lending

1. We welcome the opportunity to discuss your lending needs. Complete this form and one of our bankers will contact you and review the available options.

It's time to expect more.



Now you can manage all your business and personal accounts in one place.

Contact your local Regions banker to find out how.

The Regions Business Banking Switch Kit

Form 1

(Depending upon the location of your branch, please choose one of the Regions routing numbers below.)

Alabama	062000019
Arkansas	082000109
Florida	063104668
Georgia	061101375
Illinois	071122661
Indiana	074014213
Iowa	073900438
Kentucky	083901744
Louisiana	065403626
Mississippi	065305436
Missouri	081001387
North Carolina	053012029
South Carolina	053201814
Tennessee	064000017
Texas	111900785
Virginia	051009296

PAYROLL PROCESSOR NOTIFICATION

I would like to change my payroll funding account to my Regions Bank account according to the instructions below.

To: _____

Address: _____

Fax #: _____

My Company Information:

☐ Change my existing payroll funding account

Effective Date _____

Company Name _____

Contact Name _____

Company Address _____

City _____ State _____ ZIP _____

Daytime Phone Number _____

Bank Account Information:

Please change my payroll funding account to:

Account Type: ☐ Checking ☐ Savings ☐ Money Market

Regions Account Number _____

Regions Routing Number _____

I authorize _____ (my payroll processor) to debit my Regions Bank account indicated above for payroll purposes, and to make (if necessary) adjustments for any debit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature _____

Print Name and Title _____

Date _____

1-800-REGIONS | regions.com

The Regions Business Banking Switch Kit

Form 2

(Depending upon the location of your branch, please choose one of the Regions routing numbers below.)

Alabama	062000019
Arkansas	082000109
Florida	063104668
Georgia	061101375
Illinois	071122661
Indiana	074014213
Iowa	073900438
Kentucky	083901744
Louisiana	065403626
Mississippi	065305436
Missouri	081001387
North Carolina	053012029
South Carolina	053201814
Tennessee	064000017
Texas	111900785
Virginia	051009296

AUTOMATIC PAYMENT REQUEST

I would like the following payment to be automatically debited from my Regions Bank account according to the instructions below.

To: _____

Address: _____

Fax #: _____

My Company Information:

☐ Change my existing Automatic Payment Amount: \$_____

Effective Date _____

Company Name _____

Contact Name _____

Company Account Number _____

Daytime Phone Number _____

Bank Account Information:

Please change my account to be debited to:

Account Type: ☐ Checking ☐ Savings ☐ Money Market

Regions Account Number _____

Regions Routing Number _____

I authorize _____ (payee) to initiate payments from my Regions Bank checking account indicated above, and to make (if necessary) adjustments for any debit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature _____

Print Name and Title _____

Date _____

1-800-REGIONS | regions.com

The Regions Business Banking Switch Kit

Form 3

(Depending upon the location of your branch, please choose one of the Regions routing numbers below.)

Alabama	062000019
Arkansas	082000109
Florida	063104668
Georgia	061101375
Illinois	071122661
Indiana	074014213
Iowa	073900438
Kentucky	083901744
Louisiana	065403626
Mississippi	065305436
Missouri	081001387
North Carolina	053012029
South Carolina	053201814
Tennessee	064000017
Texas	111900785
Virginia	051009296

INCOMING DEPOSIT REQUEST

I would like to change my ACH credit to be automatically deposited to my new Regions Bank account according to the instructions below.

To: _____

Address: _____

Fax #: _____

My Company Information:

☐ Change my existing Incoming Deposit (ACH)

Effective Date _____

Company Name _____

Contact Name _____

Company Address _____

City _____ State _____ ZIP _____

Daytime Phone Number _____

Bank Account Information:

Please change my account to be debited to:

Account Type: ☐ Checking ☐ Savings ☐ Money Market

Regions Account Number _____

Regions Routing Number _____

I authorize _____ (company) to make deposits directly to my Regions Bank account indicated above for payroll purposes, and to make (if necessary) adjustments for any credit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature _____

Print Name and Title _____

Date _____

1-800-REGIONS | regions.com

The Regions Business Banking Switch Kit

Form 4

ACCOUNT CLOSING REQUEST

Please close my account(s) described below as indicated. Please process this request and forward any remaining funds in the account(s) by check to the address indicated.

To: _____

Address: _____

Fax #: _____

The following account numbers indicate the accounts to be closed:

Effective Close Date: _____

Checking Account Name(s) _____

Checking Account Name(s) _____

Checking Account Name(s) _____

Checking Account Name(s) _____

Money Market Account Name(s) _____

Savings Account Name(s) _____

Other Account Account Name(s) _____

If you have any questions about this request, please contact me immediately.
Otherwise, please send any remaining funds by check to the following address:

Mailing Address _____

City State ZIP _____

Thank you for your attention to this request.

Signature Date _____

Signature Date _____

Signature Date _____

Signature Date _____

1-800-REGIONS | regions.com

The Regions Business Banking Switch Kit

Form 5

CASH MANAGEMENT ACTIVATION REQUEST

Do you require additional banking, liquidity or cash management services? If so, please let us know what you are looking for and a Treasury Management expert will contact you to review your options and next steps.

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Company Account Number: _____

Best Time to Call: _____

Signature: _____

Please note which services are requested:

- ☐ ACH Services
- ☐ Automated Investment Sweep
- ☐ Automated Sweep Credit Line
- ☐ Commercial Check Imaging Archive
- ☐ Controlled Disbursement
- ☐ EDI Collections/Origination
- ☐ Electronic Check Recovery (RCK)
- ☐ iTreasury – Online Banking Portal
 - ☐ ACH
 - ☐ Wire
- ☐ Merchant Services
- ☐ Positive Pay
- ☐ Reconciliation Services
- ☐ Regions Quick Deposit (Regions Deposit Capture)
- ☐ Vault Services
- ☐ Wire Transfer
- ☐ Wholesale Lockbox
- ☐ Zero Balance Accounts
- ☐ Other Banking Services

Our associates are ready to assist you. At your convenience, please fax this form to 205.264.0228 or call 1.866.822.3770 to fulfill this request.

1-800-REGIONS | regions.com

The Regions Business Banking Switch Kit

Form 6

BUSINESS LENDING

Need a new business loan or want to discuss options for refinancing a loan you have elsewhere? We would appreciate the opportunity to discuss your specific lending needs! Just give us an idea what you're looking for and we'll have an expert contact you to review your options and next steps.

Loan Purpose: _____

Loan Amount: _____

Potential Collateral: _____

Contact Name: _____

Contact Phone Number: _____

Best Time To Call: _____

NOTE: The information provided above is not an application for credit.

1-800-REGIONS | regions.com



It's so easy to switch.

Switch Kit Transfer Checklist

	Company/ Financial Institution	Account Number	Type of Account	Date Mailed or Contacted	Follow-Up Date	Item Complete
Payroll Processor						
Incoming ACH Deposit						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Automatic Payment						
Treasury Management Products						
Treasury Management Products						
Credit Card Balance Transfer						
Credit Card Balance Transfer						
Account Closure						
Account Closure						
Merchant Services						

Notes:

Please make sure that all automatic payments and direct deposit requests have been processed prior to closing your account. This process can take 1-2 months to take effect.

1-800-REGIONS | regions.com

