

Welcome to Shore United Bank - Switching Starts Here

Business Switch Kit

Switch to Shore United Bank: Move Your Organization's Banking in 4 Steps

This Business Switch Kit provides step-by-step guidance to help you move your banking relationship with ease.



Step 1 – Open your Shore United Bank business account(s)

- We're happy to help you open a business account at any of our convenient locations. A list of the documents we will need at account opening is outlined on page 2.
- Once your new account is open, you can stop using your previous account. You'll want to stop writing checks, using debit cards, initiating ACH batches, and depositing checks into your old account.



Step 2 – Update Automatic Transactions

- Transfer all automatic deposits, transfers, payments, and merchant services transactions to your new account. Use the Switch to Shore United Bank Worksheet on page 3 to help you manage this process.
- You may be able to make some of these changes online or by phone. We can provide a pre-fillable Direct Deposit/Account Payment Verification Form for any automatic transactions requiring account verification.



Step 3 – Enroll in Online Banking and set up Commercial Services

- Once your account is open, enroll in Online Banking [Business Enrollment](#) and sign up for ACH Origination, Positive Pay, and our Wire Module, as needed.
- Set up sub-users, permissions, and controls.



Step 4 – Close former accounts

- Make certain to keep enough money in your old account for any outstanding checks and automatic payments to clear your old account.
- When all activity has cleared, notify the old bank that you would like to close the account(s).

We sincerely thank you for choosing Shore United Bank! Our goal is to make your Switch to Shore United Bank as seamless as possible, so please stop by a branch or contact your Relationship Manager if you need help in any way.

Switching Starts Here

New Account Information

When you open a new business account with Shore United Bank, we will need to verify each signer, certify beneficial ownership, and verify the business organization. Please have the following information and documents available.

For each owner, signer, and beneficial owner, we will need:

- Name – First, Last and Middle initial
- Street Address
- Mailing Address
- Date of Birth
- Social Security Number or Tax Identification Number
- Phone Number(s)
- Email Address
- Employer
- Identification: Driver's License, State-Issued ID Card, Military ID Card, Passport, Alien ID Card, or Green Card

To verify the business, we will need:

All Businesses

- Business Name
- Employer Identification Number (EIN)
- Physical & Mailing Addresses
- Email Address

Corporations & LLCs

- State-filed information document (Articles of Incorporation, Articles of Organization, etc.)
- Documentation showing who can sign on the account (Corporate Resolution, Operating Agreement, or meeting minutes, if not listed in formation documents)

Partnerships

- State-filed partnership documents (Partnership Agreement or certified state filing)
- Two forms of valid ID for each partner

Unincorporated Organization

- Organization documents (Articles of Association, bylaws, etc.)

Please note, additional documentation may be required depending on the business type. In compliance with the USA PATRIOT Act and to help our government fight the funding of terrorism and money laundering activities, Federal law now requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

Switch to Shore United Bank

Worksheet

Use this document to help you keep track during this transition.

NEW Shore United Bank Account

Account Number

Routing Number

052100932

Outstanding Checks to Clear

Check Number	Payee	Amount	Check Clear Date

Automated Payments To

Company/Payee	Recurring Date	Amount	Contact Date	Status

Merchant Service Provider

Contact Date

Status

Merchant Service Provider	Contact Date	Status