

## *Step by Step - changing banks made easy!*

**Step 1** *Open a North Shore Bank business deposit account.* See a Customer Service Representative at any one of our [locations](#). They will help you determine what account(s) work best for your organization.

To make the process as smooth as possible, bring in the following documentation when you come to open your account:

1. Business Profile Form (provided)
2. Entity organizational document (examples below)
  - a. Articles of Incorporation
  - b. Articles of Organization
  - c. Operating Agreement for LLC
  - d. Partnership Agreement
3. Copy of driver's license for each signer on the account
4. In order to determine the best account type for your business, it would be helpful for you to bring your account analysis statement and/or previous months' bank statements.

**Step 2** *Stop using your previous deposit account.* Balance your former account and ensure you have enough money remaining in it to cover any outstanding checks, withdrawals, automatic deductions, etc. Allow time for outstanding checks to clear. Destroy your ATM and/or debit card, any unused checks and deposit tickets.

- It may take up to two statement cycles for all outstanding items to clear so don't close your former account too soon.

**Step 3** *Transfer your electronic transactions to North Shore Bank.* Review the [Electronic Deposit/Payment Instructions](#) and complete the [Electronic Deposit/Payment Request Forms](#).

**Step 4** *Change your account for payroll processing.* If you currently use an outside source to process your payroll, use the [Payroll Processing Request Form](#).

**Step 5** *Close your previous checking account.* Complete the [Account Closing Request Form](#) and send it to your former bank.



# Business Profile Form

Please complete the following form and bring with you to North Shore Bank.

<i>Classification</i>	Sole Proprietor	Partnership	Limited Partnership	LLP
	LLC	Corporation (Profit)	Corporation (Non for Profit)	Other

<i>Company Information</i>	Company Name	EIN#		
	Address	E-mail		
	City, State Zip	Telephone		
<i>Authorized Signers</i>	Signer(s) Name, Title	Soc Sec#	Date of Birth	

<i>Other Services</i>	Checks	Deposit Tickets	Endorsement Stamp	Deposit Bags
	Online Banking	Bill Pay	Safe Deposit Box	Night Drop
	Merchant Services	Direct Deposit	Direct Payment	Credit Card
	Remote Capture	Debit Card	Health Savings Acct	Line of Credit



## *Quick Reference Information Guide*

Once you have opened your North Shore Bank deposit account, the following forms will lead you through the step by step process to relocate your deposit account. Here is a Quick Reference Information Guide to assist you.

### *North Shore Bank of Commerce Information*

ABA Routing #: 091900106  
Your New Account #:  
Mailing Address: PO Box 16450  
Duluth, MN 55816  
Phone: 218-722-4784

### *Former Bank Information*

Name:  
ABA Routing #:  
Your Former Account #:

### Helpful Terms:

***Electronic Deposits*** (direct deposit): recurring income that is automatically deposited into your account. Examples include vendor receivables and merchant deposits.

***Electronic Payments*** (deductions): recurring payments that are automatically withdrawn from your account. Examples: include electric, water & gas, and vendor payables.



## *Electronic Deposit Instructions*

To help you get organized, record any reoccurring electronic deposits posting to your former account. Using your most recent statement, fill out the information below.

Date	Company Name	Account #	Amount
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After you have identified the electronic deposits from your previous bank statements:

1. Complete the Electronic Deposit Form for each source of income.
  - Check with your source of income to find out where you should send the Electronic Deposit Form. They may require the completion of a different form.
2. Attached a voided check from your new North Shore Bank account.
3. Submit one form to each source of income.

➔ Maintain the account at your previous bank until you have confirmation that your electronic deposit is posting to your North Shore Bank account.



# Electronic Deposit Form

Complete this form and send to each company making an electronic deposit to your account. Attach a voided check.

## Company Information

Company Name

Address

City, State Zip

## Authorization

To whom it may concern:

I have recently changed financial institutions

or

I would like to begin receiving electronic deposits

Please route our electronic deposit(s) into our North Shore Bank of Commerce account. If you have any questions regarding this request, please contact me as soon as possible. My contact information is located below.

Sincerely,

\_\_\_\_\_  
Authorized Signer, Title

\_\_\_\_\_  
Date

## Customer Information

Business Account Title

Vendor Account #

Address

City, State Zip

Phone

E-mail

*Immediately begin making electronic deposits to the following account:*

## New Bank Information

North Shore Bank of Commerce

Routing #: 091900106

131 W Superior St

Account #:

Duluth MN, 55802

Checking or

Savings

## *Electronic Payment Instructions*

To help you get organized, record any reoccurring electronic payments posting to your former account. Using your most recent statement, fill out the information below.

Date	Company Name	Account #	Amount
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After you have identified the electronic payments from your previous bank statements:

1. Complete the Electronic Payment Form for each vendor.
    - Check with each vendor to find out where you should send the Electronic Payment Form. They may require the completion of a different form. This information may be available on your vendor's website.
  2. Attach a voided check from your new North Shore Bank account.
  3. Submit one form to each vendor.
- ➡ Maintain the account at your previous bank until you have confirmation that your electronic payment is posting to your North Shore Bank account.
- ➡ Don't forget you can also manage your payments with North Shore Bank's Online Banking Bill Pay.



# Electronic Payment Form

Complete this form and send to each company taking an electronic payment from your account. Attach a voided check.

## Company Information

Company Name

Address

City, State Zip

## Authorization

To whom it may concern:

Deduct our electronic payment(s) from our North Shore Bank of Commerce account.  
or  
Cancel our electronic payment. I will use North Shore Bank's online bill pay to make future payments.

If you have any questions regarding this request, please contact me as soon as possible. My contact information is located below.

Sincerely,

\_\_\_\_\_  
Authorized Signer, Title

\_\_\_\_\_  
Date

## Customer Information

Business Account Title

Vendor Account #

Address

City, State Zip

Phone Day or Evening

E-mail

*Immediately begin making electronic payments from the following account:*

## New Bank Information

North Shore Bank of Commerce  
131 W Superior St  
Duluth MN, 55802

Routing #: 091900106  
Account #:  
Checking or Savings



# Account Closing Request Form

Complete this form and forward to your former bank.

## Company Information

Company Name

Address

City, State Zip

## Authorization

To whom it may concern:

This letter is to inform you that we are closing our accounts at your bank. Please close the accounts listed below and send a check for the remaining balance to:

North Shore Bank of Commerce                      Attn:  
131 W Superior St  
PO Box 16450  
Duluth MN, 55816

Account(s) #  
to close:

If you have any questions regarding this request, please contact me as soon as possible. My contact information is provided below.

Sincerely,

\_\_\_\_\_  
Authorized Signature, Title

\_\_\_\_\_  
Date

## Customer Information

Business Account Title

Employer Identification #

Address

City, State Zip

Phone:      Day    or      Evening

E-mail