BUSINESS BANKING

Switching to Bank of America® is easy

Follow these four simple steps to move your business checking account to Bank of America. Use this guide to help organize what you need for a seamless switch.

Note: You will need the following items to complete your application:

- Business documentation such as filing documents, articles of organization, articles of incorporation and/or certificate of resolution
- Business Tax ID
- Name and address of the business
- State in which the business operates
- State in which the business was formed
- Date the business was established
- SSN, address and DOB of the business owner

STEP 1

Open a Bank of America checking account. Learn which account might be right for your business at bankofamerica.com/BusinessChecking.

STEP 2

Enroll in Business Advantage 360, our online and mobile[1] banking tool, at bankofamerica.com/MobileBusiness.

STEP 3

Add money to your new account using Zelle®[2] or other transfer options.

STEP 4

Move any recurring deposits to your new account.

Visit promotions.bankofamerica.com/smallbusiness/switch for information on switching accounts to Bank of America.

For additional help, schedule an appointment with a Business Specialist at bankofamerica.com/appointments.

BANK OF AMERICA

Account switching guide

Keep track of your account information that you will need to move your account(s) to Bank of America.

Note:
This worksheet is intended to help you collect account information in one place for your personal use when switching to a business checking account. For security reasons, please **do not** use email to send your completed form to anyone.

NEW business checking account information

Account number	Routing number

Debit card number	Expiration date

Payments to switch

Company/Payee	Next scheduled payment to switch	Amount	Date company/ payee notified	New payment method established (online payment, debit card, checking account)

Merchant services accounts to switch

Payment processor	Date notified	Status

BANK OF AMERICA

Account switching guide

Payroll accounts to switch

Payment provider	Date notified	Status

Outstanding checks to clear

Check payable to	Amount	Bank the check was written from	Date check cleared

[1] Mobile Banking requires that you download the Mobile Banking app and may not be available for select mobile devices. Message and data rates may apply.

[2] Zelle® should only be used to send money to friends, family or others you trust. We recommend that you do not use Zelle® to send money to those you do not know. Transfers require enrollment in the service with a Zelle® eligible U.S. checking or savings account. Bank of America transfers must be made from an eligible consumer or business deposit account. Transactions between enrolled users typically occur in minutes and Bank of America does not charge a transfer fee. We will send you an email alert with transaction details after you send money using Zelle®. Dollar and frequency limits apply. See the Online Banking Service Agreement at bankofamerica.com/serviceagreement for further details. Data connection required. Message and data rates may apply. Neither Bank of America nor Zelle® offers purchase protection for payments made with Zelle®. Please treat Zelle® payments like cash, once you send the money, you are unlikely to get it back — for example, you do not receive the item you paid for using Zelle® or the item received is not as described. Regular account fees apply.

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Investment products offered by Investment Banking Affiliates:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value

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