



Business Switch Kit

We know that when you're running a business, your time is valuable. So we've made switching to a BBVA Business Checking account easy. Here's everything you need.



Follow these simple steps to move your business relationship to BBVA:

- 1 Open a BBVA Business checking account.** We can help you decide which account best fits your business needs.
- 2 Provide a voided check and the name of a contact person** at your office who can review check stock requirements to ensure you receive a comparable check style with your new BBVA business account.
- 3 Stop using your previous checking account.** Allow time for outstanding checks to clear – we recommend at least 10 business day after you've written your last check. Destroy any ATM or Check Cards, unused checks and deposit slips.
- 4 Notify your payroll processor of the updated account number from which to debit.** Your BBVA Business Banker can help you complete the enclosed Payroll Processor Notification Form (Form 1).
- 5 Notify anyone electronically crediting (insurance, utilities, merchant services, etc.) your previous account of your new BBVA Business account information.** Your BBVA Business Banker can help you complete the enclosed Automatic Payment Request Form (Form 2) and the Incoming Deposit Request Form (Form 3).
- 6 After all your checks and automatic payments have cleared, close your previous checking account(s).** Your BBVA Business Banker can help you complete the enclosed Account Closing Request Form (Form 4).

Questions? Call 1-844-BBVA USA (228-2872) or stop by your local BBVA branch and talk to a Business Banker.

We have enclosed the proper forms that will help make the switch to BBVA easier.

Complete and send the enclosed forms to the appropriate contacts to ensure automatic payment drafts and ACH payments and credits are moved to your new BBVA account. In addition, we have included a letter for you to use to close your previous bank account. Below are instructions and tips to help you through the process.

Form 1 - Payroll Processor Notification

Before sending the Payroll Processor Notification Form:

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

After sending the Payroll Processor Notification Form:

1. Confirm with your payroll processor that the form was received.
2. Monitor your account through 1-844-BBVA USA (228-2872) or by signing on to Online Banking to verify that your payroll deduction has begun.

Form 2 - Automatic Payment Request

Before sending the Automatic Payment Request Form:

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

Automatic Payment Checklist:

- Insurance
- Loan/Lease Payments
- Professional Memberships/Subscriptions
- Building Mortgage/Lease
- Building Utilities (phone, internet, electric, gas, etc.)
- Credit Cards/Debit Cards
- Merchant Services (credit and debit)
- Remote Deposit
- Tax Payments (Federal, State and Local)

After sending the Automatic Payment Request Form:

Monitor your account through 1-844-BBVA USA (228-2872) or by signing on to Online Banking to verify that your automatic payments have begun.

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Form 3 - Incoming Deposit Request

Before sending the Incoming Deposit Request Form:

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 BBVA account.

After sending the Incoming Deposit Request Form:

1. Confirm with your contact that the form was received.
2. Monitor your account through 1-844-BBVA USA (228-2872) or by logging on to Online Banking to verify that the incoming deposit has begun.

Form 4 - Account Closing Request

Before sending the Account Closing Request Form:

1. Check with your previous bank to make sure no additional information or forms are required to close the account or terminate cash processing 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 maturity dates.

After sending the Account Closing Request:

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

Additional Banking Solutions

For your convenience, we have enclosed a checklist of additional solutions that BBVA can offer you and your business. We welcome the opportunity to discuss your additional needs. Please complete this checklist and return it to your BBVA Business Banker.

- | | | |
|---|---|---|
| <input type="checkbox"/> Online Banking | <input type="checkbox"/> Remote Deposit | <input type="checkbox"/> Wealth Management |
| <input type="checkbox"/> ACH Payments | <input type="checkbox"/> Treasury Management | <input type="checkbox"/> Employee Benefits |
| <input type="checkbox"/> Wires | <input type="checkbox"/> Lending | <input type="checkbox"/> Employee Banking |
| <input type="checkbox"/> Merchant Services | <input type="checkbox"/> Insurance | |

Questions? Call 1-844-BBVA USA (228-2872) or stop by your local BBVA branch and talk to a Business Banker.



Payroll Processing Change Form

Please change accounts for my payroll processing.

DATE _____ PAYROLL COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Re: _____
ACCOUNT NUMBER

To Whom It May Concern:

I have recently changed banks. You are currently processing my company's payroll.

Effective _____, please stop processing my payroll from:
DATE

PREVIOUS BANK _____ ROUTING NUMBER _____ ACCOUNT NUMBER _____

Effective _____, please start using my new BBVA account for processing my company's payroll.
DATE

NEW BBVA ROUTING NUMBER _____

NEW BBVA ACCOUNT NUMBER _____

If you have any questions, please let me know. Thank you.

Phone: _____ DAY/EVENING (circle one)

Depending upon the location of your branch, please choose one of the BBVA routing numbers below:	
Alabama	062001186
Arizona	122105744
California	321170538
Colorado	107005319
Florida	063013924
New Mexico	107000783
Texas (except Dallas)	113010547
Dallas	111907445

SIGNATURE - PRIMARY SIGNER _____

SIGNATURE - SECONDARY SIGNER (IF APPLICABLE) _____

NAME (PLEASE PRINT)/TITLE _____

NAME (PLEASE PRINT)/TITLE _____

COMPANY NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____



Automatic Payments Change Form

(examples — Merchant Services transactions, monthly bill payments, loan payments)

DATE _____ COMPANY NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

To Whom It May Concern:

I have recently changed banks and signed up with BBVA.

You are currently withdrawing \$ _____ from the following account:

PREVIOUS BANK _____ ROUTING NUMBER _____ ACCOUNT NUMBER _____

FOR (payment reason) _____ ON _____

Stop making withdrawals from this account on _____ and start making them from my new BBVA account:

NEW BBVA ROUTING NUMBER _____

NEW BBVA ACCOUNT NUMBER _____

If you have any questions, please let me know. Thank you.

Phone: _____ DAY/EVENING (circle one)

Depending upon the location of your branch, please choose one of the BBVA routing numbers below:	
Alabama	062001186
Arizona	122105744
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SIGNATURE - PRIMARY SIGNER _____

SIGNATURE - SECONDARY SIGNER (IF APPLICABLE) _____

NAME (PLEASE PRINT) / TITLE _____

NAME (PLEASE PRINT) / TITLE _____

COMPANY NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____



Incoming Deposit Request Form

I would like to change my ACH credit to be automatically deposited to my new BBVA bank account per 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

Bank Account Information:

Please change my account to be credited to:

- Account Type: Checking
 Savings
 Money Market

Depending upon the location of your branch, please choose one of the BBVA routing numbers below:	
Alabama	062001186
Arizona	122105744
California	321170538
Colorado	107005319
Florida	063013924
New Mexico	107000783
Texas (except Dallas)	113010547
Dallas	111907445

_____ BBVA ACCOUNT NUMBER

_____ BBVA ROUTING NUMBER

I authorize _____ (company) to make deposits directly to my BBVA 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 - PRIMARY SIGNER

_____ NAME (PLEASE PRINT) / TITLE

_____ DATE



Account Closing Request Form

Please close my business checking account.

DATE

FINANCIAL INSTITUTION NAME

ADDRESS

CITY STATE ZIP

To Whom It May Concern:

Effective _____, please close the following business checking account _____
DATE ACCOUNT NUMBER

and send a check for the remaining balance to the address below.

If you have any questions, please let me know. Thank you.

Phone: _____ DAY/EVENING (circle one)

SIGNATURE - PRIMARY SIGNER

SIGNATURE - SECONDARY SIGNER (IF APPLICABLE)

NAME (PLEASE PRINT)/TITLE

NAME (PLEASE PRINT)/TITLE

COMPANY NAME

ADDRESS

CITY STATE ZIP