



## Moving Your Money Is Easy!

Thank you for choosing **Adams Dairy Bank** for your banking solutions. There is a lot to think about when moving your accounts, so to make it easy, we've done the thinking for you. We would be happy to sit down with you and help make the process as easy as possible, right down to mailing these forms for you.

### The switch is a snap with these easy steps...

**Open Your New Account With Us**

Start by filling out our **Commercial New Account Information Form**. Then begin phasing out your existing account(s). Just leave enough funds for all your remaining checks/payments to clear. Shred your unused checks, debit cards, and deposit slips.

**Merchant Services Form**

Redirect your existing merchant services deposits to your new account. Send the form to your merchant services provider and include your new deposit slip or a voided check with your form.

**Direct Deposit Form**

Redirect your existing direct deposits or initiate a direct deposit to your new account. Send the form(s) to all depositors and include your new deposit slip or a voided check with your form.

**Automatic Withdrawal Form**

Redirect your automatic withdrawals to your new account. Send the form(s) to all companies that you wish to change/add an automatic withdrawal. Remember those that use your old debit card number. ***(Remember to use Online Bill Pay to control your payments.)***

**Closed Account Request Form**

Once all outstanding items have cleared your old account and you have moved your direct deposits and automatic withdrawals, complete the Closed Account Request Form and send it to your old bank. They will mail you a check for your remaining balance.

**It's that easy! We want your business and we'll work hard to earn it!** Relationships are what set us apart from other banks. If you need any assistance, please give us a call or stop in.

**Please be prepared to provide Adams Dairy Bank with the following document(s):**

State Issued Photo Identification for each signer  
Articles of Incorporation for Nonprofit Corporation  
Articles of Incorporation  
Fictitious Name Registration  
Limited Liability Registration

Haven't registered your entity yet? Find forms on our website!

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**

*To help the government fight the funding of terrorism and money laundering activities, and the theft of your identity, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, tax identification number (social security number or employer identification number), date of birth, and possibly other information that will allow us to identify you. We must also ask to see your driver's license or other identifying documents.*

***In all cases, protection of a customer's identity and confidentiality is our goal.***

651 NE Coronado Drive • Blue Springs, MO 64014 • Ph: 816.655.3333 • Fax: 816.655.3399  
[www.adamsdairybank.com](http://www.adamsdairybank.com)





# Commercial New Account Information Form

Sole Proprietorship  Limited Liability Company  Corporation  Club/Organization  
 Other \_\_\_\_\_ (Please State)

Registered Name

Physical Street Address

City, State, Zip

Mailing Address (if different than above)

Business Phone

Business Fax

Federal Tax Identification Number

## Authorized Signer Information

Primary Signer

Secondary Signer

Physical Address

Physical Address

City, State, Zip

City, State, Zip

Phone Number

Work Number

Phone Number

Work Number

Email Address

Email Address

Date of Birth (mm/dd/yyyy)

Date of Birth (mm/dd/yyyy)

Social Security Number

Social Security Number

Driver's License #

Exp. Date

Driver's License #

Exp. Date

Mother's Maiden Name

Mother's Maiden Name

Employer

Employer

Title/Occupation

Title/Occupation

I would like to open:

Regular Business Checking

Business NOW Account

Premium Business Checking

I/we would like an Business Check Card. # of cards: \_\_\_\_\_ (Card is not applicable for savings or money market accounts.)

I/we would like free online access to account(s).

I/we are interested in Cash Management for our business.

Please note that all account holders will need to sign an official account form in person at our office as well verify their identity. Upon completion of this form, please email it to [ebank@adamsdairybank.com](mailto:ebank@adamsdairybank.com), bring it with you to Adams Dairy Bank, or fax it to 816-655-3399. For your own account security, we will need to photocopy your driver's license(s) or other form of ID, so we can have it on file to accurately identify you in the future. The purpose of this form is to begin the application process. Use additional pages for additional signers. All applications are subject to approval.

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## Merchant Services Form

Send this form to your current merchant services provider to redirect your deposits to your new account. If you do not currently have merchant services, we will be happy to help you apply.

Date: \_\_\_\_\_  
Merchant Services Provider: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

### To Whom It May Concern:

This letter serves as a request to have my merchant services deposits transferred to a different account.

Currently deposited into my account with:

Current Bank: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_

Please redirect my merchant services deposit into my new account with:

**New Bank: ADAMS DAIRY BANK**  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

If you have any questions, please don't hesitate to call me at \_\_\_\_\_. Thank you.

Sincerely,

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Other information that may be needed (SSN, ID#, etc.): \_\_\_\_\_



## Direct Deposit Form

*Social Security • Payroll & Commissions • Retirement Plan Dividends • Child Support*

Send this form to all of your current direct deposit contacts to redirect your deposits. If you do not currently have direct deposit, start today by filling out the information below, including your new account number, and sending it to your direct deposit contacts. Include your new deposit slip or a voided check with your form.

Date: \_\_\_\_\_

Depositor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### To Whom It May Concern:

This letter serves as a request to have my direct deposit transferred into my new account.

Currently deposited into my account with:

Current Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Please redirect my direct deposit into my new account with:

Please set up a new direct deposit into my new account with:

**New Bank:** Adams Dairy Bank

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

If you have any questions, please don't hesitate to call me at \_\_\_\_\_.

Thank you.

Sincerely,

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Other information that may be needed (SSN, ID#, etc.): \_\_\_\_\_



## Automatic Withdrawal Form

Utilities • Internet Service Providers • Loans • Vendors • Account Transfers

Send this form to all companies you currently have automatic withdrawals set up with. Don't forget those that use your old debit card number and automatic payments made online. You may also use this form to set up new withdrawals. **(Remember to use Online Bill Pay to control your payments.)**

Date: \_\_\_\_\_  
Withdrawal Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

### To Whom It May Concern:

This letter serves as a request to have my automatic withdrawal transferred to my new account.

Currently withdrawn from my account with:

Current Bank: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Payment/Reason For: \_\_\_\_\_  
Date Withdrawn: \_\_\_\_\_

- Please redirect my withdrawal to my new account with:  
 Please set up a new withdrawal from my account with:

**New Bank:**                      **Adams Dairy Bank**  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

If you have any questions, please don't hesitate to call me at \_\_\_\_\_. Thank you.

Sincerely,

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_



## Closed Account Request

Date: \_\_\_\_\_

Old Bank's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### To Whom It May Concern:

Please close the following account # \_\_\_\_\_ and send me a check for the remaining balance to the address below.

If you have any questions, please don't hesitate to call me at \_\_\_\_\_. Thank you.

Sincerely,

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Co-Signer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_