Business Account Switch Kit

It is our goal to make it as simple as possible for you to transfer your business accounts to Liberty Bank. For added convenience, we have included all of the required forms in this switch kit.

Simply follow these steps:

☑ Step 1 - About You

Complete the Business Account Application and Authorized Signer Application (for each signer) and provide copies of your organizational documents to the Bank. See Business Documents inside this packet.

☑ Step 2 - Bank Statements

Provide us copies of your last 2 months bank and merchant card statements for us to evaluate your usage and determine the best fit for your business.

☑ Step 3 – Visit Liberty Bank

We are available by appointment if you would like to meet face to face during office hours. You can also send us everything electronically via secure email or fax. A Professional Banker will review your documents and assist you in selecting the accounts and services that are right for you and your business.

☑ Step 4 - Automatic Payments

Complete the enclosed Business Automatic Payment Transfer Form. Mail a copy of this form, along with a cancelled check from your new Liberty Bank account to every company and organization who debits your account for payment.

☑ Step 5 - Payroll Processing

Complete the enclosed Payroll Processing Change Request. Mail a copy of this form to your payroll provider instructing them to begin using your new Liberty Bank account.

☑ Step 6 - Don't Forget

Wait 30 days to close your old accounts. Make sure that sufficient funds remain in the account to cover any outstanding transactions. Once you are certain that there are no outstanding items, you may use the enclosed letter to assist in the process of closing your old accounts or follow the Bank's requirements to close the old account.