

# WELCOME TO HOME BANK OF CALIFORNIA

EXPERIENCE HOW EFFORTLESS IT IS TO TRANSITION YOUR BUSINESS ACCOUNTS TODAY.

This user-friendly kit comes with all that you require to seamlessly transition your business accounts over to Home Bank of California. You will be provided with a tailored consultation, along with reliable advice on numerous banking products and business support services that are specifically designed to meet your own unique needs. These include:

- **Deposit Accounts**
- **Customized Financing Solutions**
- **Cash Management Services**
- **Payroll Services\***
- **Merchant Services\*\***
- **Marketing Solutions\*\*\***

To create customized solutions just for you, we need some information about your current providers. By evaluating your current services, we can offer solutions tailored to your needs.

CURRENT PROVIDER INFORMATION		
Service Type	Current Provider Name	Phone Number
Merchant Services		
Payroll Services		
Business Credit Card		
Business Credit Card		

**CLEAR FORM**

## Marketing Solutions\*\*\*

Home Bank of California understands that, as a business customer, you need the best content marketing services to stay competitive in today's ever-changing digital landscape. That's why we have partnered with Bento Box Communications—your one-stop shop for all of your content marketing needs.

Bento Box Communications can help your business reach its full potential by designing and building websites, creating a brand strategy and design, managing social media, writing blog posts, and more. As an extra incentive, Home Bank of California customers get special discounts on these services, so you can score even bigger savings.

Ask us for details.

# There When You Need Us.



# MAKING THE SWITCH IS EASY.

## 1) OPEN YOUR NEW ACCOUNT ONLINE WITH EXPRESS BANKING.

Our streamlined, user-friendly **online account opening application** simplifies the process of getting started – making it a breeze to set up your accounts and connect with an experienced banker in no time.

**Click here to get started:** <https://www.hbc.bank/express-business-banking/>

## 2) STOP USING OLD ACCOUNTS.

Make sure to leave enough money in your former checking account so that you can cover any outstanding payments or checks.

## 3) TRANSITION OLD ACCOUNT TO HOME BANK OF CALIFORNIA.

- Transfer your checking and savings account funds, money market accounts, and CDs (at the end of their term).
- Change your automatic payments, deposits, and online payments to your new deposit account.
- Update account information for:
  - Any automatic payments - contact merchants and go online to make changes.
  - All customers or entities who provide you with automatic deposits.
  - Any automatic recurring wire agreements.
- Redirect your merchant services deposits - provide your new account information to your merchant services provider.
- Update your payroll services account - provide your new account information to your payroll services provider.
- Utilize the enclosed **Business Account Switch Kit Organizer** to stay on top of your progress.

## 4) CLOSE OLD ACCOUNTS.

Wait until you receive your new Home Bank of California checks and debit cards.

- Once all of your payments and checks have been processed and cleared from your previous checking accounts, wait at least 30 days for the old account's outstanding items to clear.
- After this period has elapsed, confirm the balance remaining in these accounts; then write a check for that amount so you can close those accounts permanently.
- Contact your former bank and close all the deposit accounts and services linked to it.
- Destroy of any unused checks and debit cards that are associated with closed accounts.

# BUSINESS ACCOUNT SWITCH KIT ORGANIZER

Simplify the transition of your automatic payments and deposits to Home Bank of California with this helpful organizer. Complete the form online and print it off for safekeeping, or simply print out blank forms to fill in by hand! This tool is exclusively designed for you so that you can keep track of all essential information needed.

**CLEAR FORM**

## NEW HOME BANK OF CALIFORNIA ACCOUNTS

Account Type	Routing Number	Account Number	Date New Account Opened

## OLD ACCOUNTS TO CLOSE

Bank Name	Account Type	Routing Number	Account Number	Date Old Account Closed

## AUTOMATIC PAYMENTS TO SWITCH

Company/Payee	Payment Frequency	Amount	Date "Automatic Payment Change Notification" Form Sent	Date Automatic Payment Switched

## AUTOMATIC DEPOSITS TO SWITCH

Company/Organization	Deposit Frequency	Amount	Date "Automatic Deposit Change Notification" Form Sent	Date Automatic Deposit Switched

## PAYROLL SERVICES ACCOUNTS TO SWITCH

Payroll Provider	Date Notified	Date Payroll Services Account Switched

## MERCHANT SERVICES ACCOUNTS TO SWITCH

Merchant Card Processor	Have All ACH Settlements Cleared?	Date Notified	Date Merchant Services Account Switched
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## LOANS OR OTHER ACCOUNTS

Provider	Amount	Date Notified	Date Switched



# AUTOMATIC PAYMENT CHANGE NOTIFICATION

Use this form to redirect automatic payments, such as employee payroll, insurance premiums, and credit cards to your new Home Bank of California account.

**1** Complete this form: Either fill out the form online and print out for each company, or print out blank forms and complete by hand. Add the appropriate signature where indicated.

**2** Provide your Home Bank of California account number on the form. You may want to attach a voided check from your new Home Bank of California account to this form.

**3** Submit this form to any company that accepts payments automatically from your account. Before submitting this form, confirm that the named company or organization can accept it.

**CONTACT US FOR FURTHER OPTIONS.**

## AUTOMATIC PAYMENT CHECKLIST

- Merchant Services
- Payroll Services
- Medical Insurance
- Auto Insurance
- Life Insurance
- Mortgage
- Credit Cards
- Store Cards
- Installment Loans
- Auto Loans
- Vehicle Loans
- Investments
- Other: \_\_\_\_\_

TO:

Company/Organization Name

Company/Organization Address

City

State

Zip

Phone Number

FROM:

Your Business Name

Your Business Address

City

State

Zip

Account Number

**PLEASE PROCESS THE AUTOMATIC PAYMENTS FOR THE ABOVE ACCOUNT NUMBER USING THE NEW HOME BANK OF CALIFORNIA ACCOUNT AS INSTRUCTED BELOW.**

Payment Effective as of Date

New Home Bank of California Routing Number

New Home Bank of California Account Number

**SHOULD YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST, PLEASE CONTACT THE COMPANY OFFICER BELOW.**

Company Officer Name (Printed)

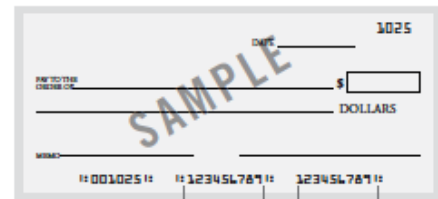
Title

Signature



Phone Number

Date



Routing Number      Account Number

**CLEAR FORM**



# AUTOMATIC DEPOSIT CHANGE NOTIFICATION

Use this form to redirect deposits, such as monthly retainers and variable customer payments, to your new Home Bank of California account.

**1** Complete this form: Either fill out the form online and print out for each company, or print out blank forms and complete by hand. Add the appropriate signature where indicated.

**2** Provide your Home Bank of California account number on the form. You may want to attach a voided check from your new Home Bank of California account to this form.

**3** Submit this form to any company/entity that provides recurring deposits directly to your account. Before submitting this form, confirm that the named company/entity can accept it.

**CONTACT US FOR FURTHER OPTIONS.**

TO:

Company/Organization Name

Company/Organization Address

City

State

Zip

Phone Number

FROM:

Your Business Name

Your Business Address

City

State

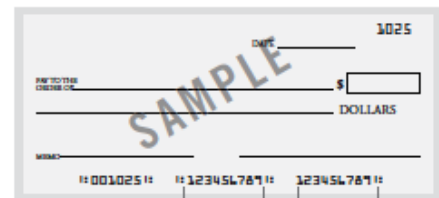
Zip

**PLEASE REDIRECT THE AUTOMATIC DEPOSITS FOR THE ABOVE ACCOUNT NUMBER USING THE NEW HOME BANK OF CALIFORNIA ACCOUNT AS INSTRUCTED BELOW.**

Payment Effective as of Date

New Home Bank of California Routing Number

New Home Bank of California Account Number



Routing Number

Account Number

**SHOULD YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST, PLEASE CONTACT THE COMPANY OFFICER BELOW.**

Company Officer Name (Printed)

Title

Phone Number

Signature

Date

**CLEAR FORM**



# ACCOUNT CLOSURE AUTHORIZATION

This form authorizes your old bank to close accounts.

**1** Complete this form: Either fill out the form online and print out for each company, or print out blank forms and complete by hand. Add the appropriate signature(s)

**2** Check with your bank to make sure no additional forms or information are required.

**3** Submit this form to your old bank. Before submitting this form, verify that any outstanding items have cleared and your direct deposits and automatic withdrawals have moved to your new Home Bank of California account and ensure that your account is at a zero balance.

TO:

Financial Institution

Financial Institution Address

 - 

City

State

Zip

FROM:

Your Business Name

Company Officer

Your Business Address

 - 

City

State

Zip

**EFFECTIVE IMMEDIATELY, PLEASE CLOSE THE ACCOUNT(S) LISTED BELOW.**

Checking Account Number

Checking Account Number

Savings Account Number

Other Account Number

**SHOULD YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST, PLEASE CONTACT THE COMPANY OFFICER BELOW.**

Company Officer Name (Printed)

Joint Company Officer Name (Printed, if required)

Title

Title

Phone Number

Phone Number

Signature

Signature

Date

Date

**CLEAR FORM**

