



## Welcome to Mid Penn Bank

Switching your business banking relationship to a new bank can be a challenging process due to the intricacies involved in transferring accounts, updating financial records, and ensuring continuity in financial operations.

Mid Penn Bank created this **Business Banking Switch Kit** to make the transition easier for you in order to avoid disruptions in cash flow, payroll, and vendor payments.

By coordinating with your Mid Penn Bank point of contact during this process, you can be assured of a seamless transition and effortless banking.

### YOUR MID PENN BANK TEAM:

Financial Center Manager: \_\_\_\_\_

Cash Management Officer: \_\_\_\_\_

Commercial Lender: \_\_\_\_\_

Mid Penn Bank Customer Care Line: **1-866-642-7736** | [midpennbank.com](http://midpennbank.com)

Cash Management Customer Care Line: **1-888-999-2644**

Credit Card Member Service: **1-800-558-3424** | [myaccountaccess.com](http://myaccountaccess.com)

Fitech Merchant Support: **1-844-822-1281** | [Fitech.com](http://Fitech.com)



# Worksheet

## RECURRING DEPOSITS

Company/Payer	Account Number	Next Scheduled Deposit	Amount	Date Payer Notified

## RECURRING PAYMENTS

Company/Payee	Account Number	Next Scheduled Payment	Amount	Date Payee Notified

## OUTSTANDING CHECKS

Check Payable To	Check Number	Amount	Date Check Cleared



**MERCHANT SERVICES**

If we can't meet or beat your current provider's effective rates, we'll give you \$500 (minimum monthly processing of \$2,500 required). Please provide two months merchant statements.

Merchant Services Processor	Date Notified	Off-site or On-Site Processing	Number of Transactions

**CREDIT CARDS**

Company	Balance	Interest Rate	Rewards	Monthly Spend Categories

Number of cards needed? \_\_\_\_\_

Estimated monthly spend? \_\_\_\_\_

**OTHER FINANCIAL SERVICES PARTNERS**

Bookkeeper, accountant, attorney, insurance agent, etc.

Partner/Consultant	Date Notified



**With Business Banking at Mid Penn Bank, you can take advantage of these features:**

**FREE BUSINESS CHECKING**

Mid Penn Bank's free checking accounts for businesses with moderate transaction volumes offer numerous benefits, including:

- No required minimum balance
- Zero service fees per month
- Free access to our Online Banking service, which has view and transfer capability
- No fees from Mid Penn Bank for withdrawals from foreign ATMs. ATM owner fees may apply
- A Visa® Business Check Card at no cost
- Interest and non-interest bearing
- Mobile Banking App

**CASH MANAGEMENT**

Our cash management services are designed to simplify the way your business handles its daily operating needs. We offer solutions to help you better organize your financial processes and monitor your collections and disbursements.

Working with you and your team, we will prepare a customized cash management program focused on these business fundamentals:

- Balance Reporting
- ACH Debit/Credit Origination
- Domestic/International Wire Transfers
- Remote Deposit Capture
- Check Positive Pay
- ACH Positive Pay
- Secure File Transfers
- Lockbox
- Sweep Accounts
- Mobile Banking App
- Concerned about FDIC insurance? Ask about ICS & CDARS

**MONEY MARKETS**

Enjoy perks, such as higher interest rates for higher balances, with our Money Market account. Plus the beneficial features of our Flex Money Market account, such as:

- Tiered rates
- No monthly service fees (excludes Cash Management)
- No minimum balance required to open
- Free online banking (excludes Cash Management)\*
- Free Visa® ATM Card

\*3rd party data and internet charges may apply.

**PERSONAL BANKING**

Personal banking just got a little easier. Mid Penn Bank is pleased to offer comprehensive personal banking services for customers in counties across the states of Pennsylvania and New Jersey.

- Personal banking accounts, including checking, savings, and IRAs
- Online banking, Mobile banking, and Telephone banking
- Online Bill Pay
- Mortgages
- Home equity loans and lines of credit



**You will also have access to these benefits with your Business Banking accounts:**

**MERCHANT SERVICES**

Mid Penn Bank understands the unique needs of businesses and offers a wide range of payment solutions and business management software to help them remain competitive—and to thrive.

We partner with Fitech to provide everything you need to accept payments in-store, online or on-the-go, and value-added solutions to better manage business operations.

- Leading-edge equipment
- Powerful reporting tools
- Credit & debit card acceptance
- Business management support
- Gift card program

**BUSINESS CREDIT CARD**

Choose from our popular business credit card options such as low-rate, cash-back or flexible rewards to find the one that works best for your business.

No matter which card you choose, your business will benefit from important features like:

- Free online expense reporting tools\*
- No fee for additional employee cards
- Mobile payment capability for added convenience
- Zero Fraud Liability. You won't be liable for fraudulent purchases when your card is lost or stolen
- Cardmember Service available 24 hours a day/365 days per year

Scan the QR Code  
to Apply Today!



\*3rd party data and internet charges may apply.

**TRUST & WEALTH MANAGEMENT**

At Mid Penn Bank, we offer personalized wealth management services for customers across Pennsylvania and New Jersey. If you'd like to save for your future, protect your assets, and work to build a financial legacy, our local and experienced team can help.

- Investment Management
- Brokerage Services
- Financial Planning
- Fiduciary Service
- Retirement Plan Options

NOT A DEPOSIT | NOT FDIC INSURED | NOT BANK GUARANTEED | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY | MAY LOSE VALUE

**MPB INSURANCE & RISK MANAGEMENT**

MPB Insurance & Risk Management is here to protect what you've built, whether that's a business, a lifestyle, or a legacy. Our product is insurance, but it's more than that; we protect what's most important to you so you can grow your business and support your family.

- Property
- Business Auto
- Cyber
- Workers' Compensation
- General Liability
- Personal Insurance

NOT A DEPOSIT | NOT FDIC INSURED | NOT BANK GUARANTEED | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY | MAY LOSE VALUE



**Automatic Payment or Withdrawal  
Authorization Change Form**

Complete a copy of this form to redirect each of your automatic payments and direct deposits. If you currently have multiple payments, complete one of these forms for each.

**TO:**

\_\_\_\_\_  
Company Name (company receiving automatic payment)

\_\_\_\_\_  
Street Address

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

**CUSTOMER INFORMATION:**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Authorized Signer Name

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Cell Phone Number

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

**Please redirect my automatic payment effective:**

Immediately       Beginning on: \_\_\_\_\_

*Some automatic payments or debits require advance notice of changes. Please include those notice periods when determining the new effective dates.*

**Discontinue automatic payment from the following account:**

Financial Institution: \_\_\_\_\_

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

Checking       Savings

**Begin automatic payment from this account:**

Financial Institution: Mid Penn Bank

Routing Number: 031308807

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

Checking       Savings

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Existing Account Closing Form

Complete and mail this form to request that your former bank close your existing accounts. Verify that all pending transactions have cleared before closing your old accounts. If there are multiple banks involved, please complete one of these forms for each bank.

#### FORMER BANK ACCOUNT INFORMATION:

Bank Name

Street Address

City, State Zip

#### CUSTOMER INFORMATION:

Business Name

Authorized Signer Name

Street Address

Street Address

City, State Zip

City, State Zip

**Please accept this as my/our direction and authorization to close my/our account(s) as follows, effective date: \_\_\_\_\_**

Checking Account Number

Other Account Number

Savings Account Number

Other Account Number

Money Market Account Number

Other Account Number

Please make check payable to business name listed above and send the check for the balance of my/our account(s) to the customer address listed above. Thank you for your cooperation.

Printed Name

Printed Name

Company Authorized Signature

Company Authorized Signature

Inform accountant for next tax preparation



## Transition Checklist

Mid Penn Bank  
Business Mobile



- Mid Penn Bank account opened?**
  - Checks ordered
  - Mobile App Downloaded
  - Online Banking or Cash Management set up
  - Business credit card activated
- Old account closed?**
  - Checks, debit/credit cards destroyed
  - Checks cleared
- Recurring deposits switched?**
- Recurring payments switched?**
- Payroll switched?**
- Other financial services partners notified?**
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Merchant services switched?**
  - Meeting scheduled?
  - Date \_\_\_\_\_

**In many situations, customers are surprised by the ways we can make or save them money. Reviews generally take no more than 15 or 20 minutes.**

- Financial review scheduled?**
  - Date \_\_\_\_\_
  - Location \_\_\_\_\_
- Personal Checking opened?**
- Commercial Loan Officer meeting scheduled?**
  - Date \_\_\_\_\_
  - Location \_\_\_\_\_
- Consultation with Trust and Wealth Management scheduled?**
  - Date \_\_\_\_\_
  - Location \_\_\_\_\_
- MPB Insurance contacted?\***

Reviewing your insurance needs yearly is a great way to make sure you have a competitive rate with the best protection.
- Any Mortgage or refinance needs?**

Ask for a Mortgage originator.
- Workplace banking scheduled?**

We partner with you to provide financial solutions to your workforce. Ask a banker for more information.

\*Insurance products are sold by MPB Risk Services, LLC, a licensed insurance agency and subsidiary of Mid Penn Bancorp, Inc., and its licensed agents, not by Mid Penn Bank. Insurance products offered are: NOT FDIC Insured • Not an obligation of, nor insured by any federal or state government agency • Not an obligation of, nor offered, guaranteed, or underwritten by, Mid Penn Bank • Not a condition to the provisions or terms of any banking service or activity • May lose value





