

Eden Prairie Branch

7525 Office Ridge Circle Eden
Prairie, MN 55344-3644
Phone: 952.944.6050

Minnetonka Branch

3330 County Road 101
Minnetonka, MN 55391
Phone: 952.745.9440

Wayzata Branch

1415 Wayzata Boulevard East
Wayzata, MN 55391-1938
Phone: 952.473.1959

**North Oaks Branch**

1048 Meadowlands Drive
White Bear Township, MN
55127-2341
Phone: 651.653.0768

Ramsey Branch

14150 St. Francis Boulevard NW
Ramsey, MN 55303-6109
Phone: 763.712.1277

Isanti Branch

711 6th Ave NE
Isanti, MN 55040-3207
Phone: 763.444.5528

BUSINESS ACCOUNT SWITCH KIT

At Flagship Bank, we believe that your time is valuable, therefore we provide you the tools necessary to run your business more effectively and efficiently. Take a moment to explore this Business Banking Switch Kit, it's designed to simplify change, make your transition to Flagship Bank smoother and seamless.

Step 1

Open a new business checking account and collect your account information. You will need this information to change your automatic payments and direct deposits from your old account to your new Flagship Bank account.

Step 2

Transfer your automatic transactions to Flagship Bank. Contact your vendors and merchants who may send automatic payments to your old account and notify them of the new Flagship Bank routing and account number. If they require written notification, use the Automatic Payment Change Request form.

Step 3

Stop using your old business account. Keep the account opened until all outstanding debits/credits have cleared. The included Reconciliation Worksheet can be used to make sure that all entries have been switched to your new account.

Step 4

Once all your checks have cleared and your automatic payments and direct deposits are successfully being deducted or credited from your new Flagship Bank account, close your old account. The included *Request to Close Account Form* can be used to notify your old bank.

Request to Transfer Automatic Payments

To		
Company Name		
Account Number/Client ID		
Your Business Information		
CompanyName		
Address		
City	State	Zip
Phone Number		
Contact Name/Title		
Email Address		
Former Bank Information		
Former Bank Name		
Former Bank ABA Routing Number	Former Bank Account Number	
Flagship Bank Information		
Flagship Bank ABA Routing Number	Flagship Bank Account Number	
Flagship Bank Address		
Flagship Bank Contact		
Flagship Bank Contact Phone Number		

This is to inform you that I have moved my bank account to Flagship Bank. Should you have any questions in processing this request, please call me at the number listed below.

Sincerely,

Signature

Date

Request to Transfer Payroll/Direct Deposit

To		
Company Name		
Account Number/Client ID		
Your Business Information		
CompanyName		
Address		
City	State	Zip
Phone Number		
Contact Name/Title		
Email Address		
Former Bank Information		
Former Bank Name		
Former Bank ABA Routing Number	Former Bank Account Number	
Flagship Bank Information		
Flagship Bank ABA Routing Number	Flagship Bank Account Number	
Flagship Bank Address		
Flagship Bank Contact		
Flagship Bank Contact Phone Number		

This is to inform you that I have moved my bank account to Flagship Bank. Should you have any questions in processing this request, please call me at the number listed below.

Sincerely,

Signature

Date

Request to Close Account(s)

To		
Bank/Merchant Name		
Account Number to Close/Client ID		
Your Business Information		
CompanyName		
Address		
City	State	Zip
Phone Number		
ContactName/Title		
Email Address		

Please accept this letter as my written authorization to close the following account(s) at your financial institution.

All of my transactions have cleared and I have stopped all automatic debits and credits to my account.

Please issue a check for any remaining balance and send it to my attention at the address listed above.

Your prompt attention to this matter will be greatly appreciated.

Sincerely,

Signature

Date

Incoming Wire Instructions

Use the information listed below to receive wires into your Flagship Bank account.

Receiving Bank	
Name	United Bankers Bank
ABA/Routing Number	091001322

Beneficiary Bank	
Name	United Bankers Bank
City, Zip	Bloomington, MN 55431 USA
Aba/Routing Number	091001322
Swift Code(International Use Only)	UBBKUS44

Beneficiary	
Name	Flagship Bank Minnesota
Address	1415 Wayzata Boulevard East, Wayzata, MN 55391 USA
Account Number	2508510

For Further Credit	
Customer Name	
Customer Account Number	
Customer Address	

FAX

To:

From:

Fax:

Date:

Phone:

of Pages (including cover):

Re:

Comments: