

# Business Easy Switch Checklist

Use this Easy Switch Checklist to make changing banks hassle-free. This easy-to-follow guide outlines the steps you'll need to take to get the most out of your new TD Bank account. Just check off the tasks on the list and you're on your way to convenient banking!

## Switching to TD Bank is as easy as...

1

### Open your account

Gather your business documents – see checklist on next page.

Open your new account at any TD Bank, or call and schedule an appointment 24/7 at **1-888-751-9000**.

Get your TD Bank Business Debit Card on-the-spot at any TD Bank.

Enroll in TD Bank BusinessDirect online banking by connecting to **tdbank.com/businessdirect** or at any TD Bank.

2

### Establish your payments

Contact the companies you are paying and/or receiving payments from (see checklist on next page) and provide them with the new routing number and business checking account number.

Transfer your electronic deposits, automatic payments and credit card merchant services to your new checking account.

Set up bill pay in TD Bank BusinessDirect.

3

### Finishing touches

Download the TD Bank BusinessDirect Mobile Banking app by connecting to **tdbank.com/bizapp** or text\* **'bizapp'** to **77982**.

Call your old bank to close your account and you are on your way to convenient banking.

See the Checklists on the next page to get started!



America's Most Convenient Bank®

\*Standard message and data rates may apply. Text "Stop" to quit or "Help" for more information.

**1-888-751-9000 | [tdbank.com](https://tdbank.com)**

# Business Easy Instructions & Checklists

## Business documents needed to open an account

	Corporation	LLC	Partnership	Unincorp Assoc	Sole-Proprietor
The documents used to form and register your business	✓	✓	✓	✓	✓
Fictitious Name Registration (if applicable)	✓	✓			✓
Not-for-profit Corporation, 501(c)(3) is required for tax exempt business	✓				
Operating Agreement (if applicable)		✓			
Board of Director's Resolution/By-Laws (if applicable)	✓				
Partnership Banking Agreement (if applicable)			✓		
Chapter and By-Laws of Association (or copy of minutes of last meeting with new elected officers)				✓	
Business License OR bill, invoice OR other correspondence (in the business name)					✓

## Deposit and Payments Checklist

Contact the companies you are paying and/or receiving payments from and provide TD Bank's routing number and your 10 digit checking account number **OR** setup and pay your bills online with TD Bank BusinessDirect Bill Pay for Business.

### Incoming Deposits

- ☐ Merchant processing deposits
- ☐ ACH electronic deposits
- ☐ Customer payments
- ☐ Other \_\_\_\_\_

### Outgoing Payments

- ☐ Rent/lease/mortgage
- ☐ Utilities
- ☐ Loan payments
- ☐ Credit cards
- ☐ Supplier payments
- ☐ Taxes
- ☐ CPA/attorney fees
- ☐ Other \_\_\_\_\_

## My TD Bank Business Banking account information

Checking account number	
Additional accounts	
Bank ABA number	
TD Bank Address & phone number	
<input type="checkbox"/> Update payroll processing with new business account information	

For questions, visit any TD Bank, connect to [tdbank.com](https://tdbank.com) or call us 24/7 at 1-888-751-9000.

Thank you for becoming a TD Bank Customer!



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Requirements may vary by state. Additional information may be requested after review of initial account opening documentation.

Member FDIC TD Bank, N.A.