

Making the switch to Grundy Bank is as **easy** as 1-2-3!



Open an account at one of the branches below:

201 Liberty Street, Morris

(815) 942-0130

120 S. Main Street, Wilmington

(815) 476-7460

Other branch locations:

Bedford Branch Drive-Up

444 Bedford Road

Drive-Up Morris

Main & Franklin Streets

Wilmington Drive-Up

120 S. Main Street





Grundy Bank Business Switch Kit

To switch your business accounts to Grundy Bank, please use our organizer to assist in the transition. Grundy Bank Client Services Specialists are available to answer any questions. Follow these simple steps to get started:

- 1. Open Your Grundy Bank Business Checking Account(s).**
Deposit funds into your new business account(s), request a debit card, order checks and deposit slips. Note Grundy Bank's routing number 071904290, your new checking account number and debit card information to switch any scheduled transactions from your old account to your new account with us.
- 2. Supply Us with A Voided Check.**
Supply us with a voided check from your prior bank to ensure we order the correct checks for your new Grundy Bank account
- 3. Switch Your Scheduled Payments to Your New Account**
Using our organizer, write down your recurring debit and credit transactions including automatic payments, bill pay and online payments. You will need to switch everything to your new Grundy Bank routing number and checking account numbers.
- 4. Stop Using Your Old Business Account**
Keep the old account open until all outstanding transactions have cleared and you have moved your scheduled transactions to your new Grundy Bank checking account, debit card or bill pay.
- 5. Close Your Old Business Account**
Once you verify that all of your transactions have cleared, close your old account.



Organizer for Businesses

Welcome to Grundy Bank. Please use this worksheet to track the information you need to switch recurring payments and deposits to your new Grundy Bank business checking account(s). This form doesn't need to be submitted to anyone at Grundy Bank. It should just be used as a reminder check list to help with your transition to Grundy Bank.

Important Information	
Grundy Bank checking account #:	Grundy Bank Routing #: 071904290
Grundy Bank debit card #:	Expiration date:

Scheduled Payments to Switch

Schedule one-time or recurring payments using your Grundy Bank Business debit card, checking account, or online banking options. Be sure to notify any service providers that bill your debit card with your new number and expiration date to avoid any service interruptions.

Company/Payee	Next Scheduled payment to switch	Amount	Date company/payee notified	New Payment method established

Old Accounts to Close

Important: Before you close your old account(s), allow time for outstanding checks, debit card purchases and recurring payments to clear. This usually takes around 10 business days.

Bank Name	Routing #	Account type (checking, savings, etc.)	Account #	Date account closed

Outstanding Checks to Clear

Check Payable to	Amount	Bank or account the check was written from	Date check cleared



Payroll Funding Accounts to Switch

Payroll Provider	Date Provider notified	Status

Merchant Services (credit/debit card payment processor) Accounts to Switch

Payment Processor	Date Processor Notified	Status

We're Here to Help

If you have questions or need more information about switching your account, call us today at (815)942-0130. Client Service Specialists are available Monday through Friday 9:00 a.m. to 5:00 p.m. and Saturdays 9:00 a.m. to 12:00 p.m.