



PARKE BANK

A Return to Better Banking®

Running a business isn't easy, but switching banks is!

Parke Bank is dedicated to offering a customer-centric banking experience and has created a Switch Kit to help customers transition their services easily.

Switch Kit Guidelines

1

Open your new Parke Bank Account

- Collect all necessary business documents (view list on page 2)
- Open an account by visiting a local branch ([view locations](#)).
- Once funds have cleared, sign up for [Online Banking](#).

2

Update your Payments

- Update your account information with any companies that you make payments to or receive payments from (view checklist on page 2).
- Transfer your electronic deposits, automatic payments, and credit card merchant services to your new account.

3

Notify Service Providers

- Notify essential consultants (accountant, bookkeeper, attorney, insurance agent) and financial services providers (payroll processor, merchant services provider) about your transition. Share relevant account details as needed.

4

Close Your Account with Your Previous Bank

- Once your direct deposits and automatic payments have been set up on your new account, you may close your old account by using the Close Account Request Form.
- Download the Parke Bank Mobile App for [Apple](#) or [Android](#).
- Start Banking!

Contact Us

1.866.PARKEBK (727.5325) | [PARKEBANK.COM](https://www.parkebank.com)



Checklist for switching your business account.

Business Document List

Two forms of identification are required to open any new account. If you have any questions about proper identification, please contact us at 1-866-PARKEBK (727.5325).

- Your legal business name and address
- Your Tax ID Number (some business owners may use their Social Security Number)
- A valid driver's license, state-issued ID or passport to validate your identity
- Proof of EIN (SS-4 or most recent tax return)
- Certificate of Formation
- Operating Agreement or Meeting Minutes appointing roles
- If operating as a T/A or DBA- Fictitious Name Certificate
- To add authorized signers, beneficial owners (plus percentage), or individuals with control, their personal information such as name, physical address, phone number, date of birth, Social Security Number, valid ID, and job title (if applicable) are required.

Deposit & Payments

To ensure that your business transactions are uninterrupted, it's essential to update your new routing and checking account number with any companies that you pay or receive payments from. Simplify your bill payments through [Online & Mobile Banking](#).

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 _____



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DIRECT DEBIT AUTHORIZATION FORM

Complete this form for each company with which you have an automatic payment debited from your account.

Name: _____

Address: _____

Email: _____

Phone #: _____

Company Name: _____

Company Address: _____

I authorize _____ hereinafter referred to as the "Debit Originator", to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit error to my account(s) indicated below and ParkeBank hereinafter referred to as "Depository", to debit and/or credit to the same such account.

Originator Account to Debit

Depository Bank: Parke Bank Routing number: 031207814

Account Name: _____

Account Type: Checking/Savings (circle one) Account #: _____

Debit Amount: _____ Date of Debit: _____

Direct Debit Frequency (check one): ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Quarterly

Beneficiary Account to Credit

Account Name: _____

Account Number: _____

This authority is to remain in effect until the Debit Originator is notified in writing from me of termination in such time as to allow the Debit Originator and Depository sufficient opportunity to act on my request.

Signature: _____ Date: _____



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AUTHORIZATION TO CLOSE ACCOUNT FORM

To: _____

Date: _____

To Whom It May Concern,

Please accept this letter as authorization to close the account(s) listed below and electronically transfer the balance plus any accrued interest to Parke Bank (routing number 031207814) for deposit to _____'s new account number _____. You may also provide a check payable to the account holder and mail it directly to Parke Bank at the following address for credit to the account:

The account(s) to be closed are:

Account #: _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> CD
Account #: _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> CD
Account #: _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> CD
Account #: _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> CD
Account #: _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market	<input type="checkbox"/> CD

If you have any questions regarding this matter or if you require additional information, please contact _____ at _____, and remit all correspondence in writing to:

I hereby authorize the closing of the above referenced account(s) and transfer of funds.

Sincerely,

Primary Account Holder Signature

Date

Joint Account Holder Signature

Date

Contact Us

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