



## COMMUNITY WEST BANK EXPRESS SWITCH KIT

Member FDIC

Visit [CommunityWestBank.com/switch](https://CommunityWestBank.com/switch), or  
For additional assistance contact a CWB banker  
at 805.690.3277



# Thank you for choosing Community West Bank for your Business Banking

## Welcome to Community West Bank!

Switching your business checking account to Community West Bank (CWB) is easy and this Express Switch Kit will help you make the transition as seamless as possible.

CWB is proud to offer a customized business banking experience tailored to your unique needs. This usually starts with a one-on-one conversation to learn about your business and your goals. Then together, we identify the tools you will need to make the most of your cash flow — and this begins with your new business checking account.

We're here to help you get started as you make the switch.

## Your Express Switch Kit includes:

- ❖ 6 Easy Steps: Switching to your new CWB Business Checking Account (pages 3 and 4)
- ❖ Required documents to open a new Business Account (pages 5 and 6)
- ❖ Switching Worksheet (pages 7 through 9)
- ❖ Switching Forms
  - a. Request to Cancel an Automatic Payment (page 11)
  - b. Request to Switch an Automatic Payment (page 12)
  - c. Financial Services Partner Notification (page 13)
  - d. Account Closing Request (page 14)
- ❖ Transition Checklist (page 15)

## 6 Easy Steps: Switching to Your New CWB Business Checking Account

Follow these easy steps to complete your transition to CWB and start experiencing the CWB difference.

### Step 1: Open Your New Account at Community West Bank

Remember, a CWB banker is available to help you if you have any questions! Step one is to visit any one of our eight full-service branches along California's central coast and one of our knowledgeable bankers can advise you on the accounts and services we offer that will fit your needs and lifestyle, or click on our Website to view our Business accounts and Treasury Services Management options:

<https://www.communitywestbank.com/business-checking-options.php>  
and <https://www.communitywestbank.com/business-services.php>

#### TIP

Please refer to Required Documents to Open a New Business Account on pages 5 and 6 to ensure a smooth account opening process.

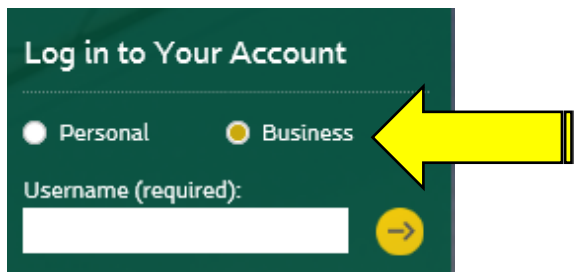
### Step 2: Begin using your new CWB business checking account

Now that you've opened your new CWB Business Account, it's time to get started on the basics! Business Online Banking access is a great place to begin. Once you receive your logon ID and temporary password, visit CWB at:

<https://www.communitywestbank.com/> and choose 'Business' in the upper right corner before you logon.

#### TIP

Business Online Banking will prompt you to answer three challenge questions the first time you logon. Once you've answered the questions, choose to register your device and you won't need to answer them when you logon again.



The image shows a screenshot of the Community West Bank login interface. At the top, it says "Log in to Your Account". Below that are two radio buttons: "Personal" (unselected) and "Business" (selected). Underneath is a text input field labeled "Username (required):" with a yellow arrow pointing to it. To the right of the input field is a yellow button with a right-pointing arrow.

### Step 3: Discontinue use of your old business account

Keep your old account open and appropriately funded until all outstanding checks have cleared and all of your automatic payments and transactions have switched over to your new CWB Bank account.

#### TIP

Remember to securely dispose of (shred) your remaining inventory of unused checks and deposit slips and destroy your ATM and debit cards. This will help reduce the risk of accidental use of your old account.

#### Step 4: Switch your recurring payment activity

Automatic payments (typically ACH transactions) are a convenient way to receive and send funds. You'll need to redirect them to/from your new CWB account. Remember to complete this process within 30 days to help minimize interruptions.



TIP  
Use the worksheet on pages 7 and 8 to ensure that you haven't forgotten anyone! If you'd like to send written notice, a Request to Switch an Automatic Payment form is on page 12.

- ❖ **Incoming deposits (credits):** Compile a list of the vendors and merchants who send you automatic payments, and notify them of your new CWB Bank account information.
- ❖ **Outgoing payments (debits)** Payments such as utility bills, vendor payments or subscription services that are automatically debited from your account will need to be updated to reflect your new account information.

TIP #2  
Be sure to have the following information on hand when adding payees within CWB's *FREE* Bill Payment Module or convenient ACH Module as this information is typically required:  
1. Biller name 2. Billing address 3. Phone number 4. Your account number as it appears on your bill.

#### Step 5: Notify your key professional service providers

Inform your key consultants — accountant, bookkeeper, attorney, insurance agent, etc. — of your switch to CWB. Provide them information about the account as appropriate for their needs. Complete within 30 days to help minimize interruptions.



TIP  
Don't forget about other financial services providers. Let your payroll processor, merchant services provider and other financial services partners know that you've switched to CWB! A Financial Services Partner Notification form is included on page 13.

#### Step 6: Close your old business account

Once all of your checks have cleared and all automatic payments and direct deposits are successfully being deducted or credited from your new CWB Bank account, it's now time to close your old account.



TIP  
The Account Closing Request form on page 14 makes it easy to notify your previous bank.

## Required Documents to Open a New Business Account

### Sole Proprietorship

- ❖ Fictitious Business Name Statement (if applicable; filed with County Clerk)

### Partnership (General and Limited)

- ❖ Partnership Agreement
- ❖ Certificate of Limited Partnership (only required for Limited Partnerships and filed with the state of CA)
- ❖ Certificate of Limited Liability Partnership (only required for Limited Liability Partnerships and filed with the state of CA)
- ❖ Fictitious Business Name Statement (if applicable; filed with County Clerk)

### Limited Liability Company

- ❖ Operating Agreement
- ❖ Articles of Organization (filed with the state of CA)
- ❖ Copy of the Statement of Information filed with the Secretary of State of CA (within the last 24 months)
- ❖ Fictitious Business Name Statement (if applicable; filed with County Clerk)

### S and C Corporations

- ❖ Articles of Incorporation (filed with the state of CA)
- ❖ Copy of the Statement of Information filed with the Secretary of State of CA (within the last 12 months)
- ❖ Fictitious Business Name Statement (if applicable; filed with County Clerk)

### Nonprofit Corporation/Organization

- ❖ Articles of Incorporation (filed with the state of CA)
- ❖ Copy of 501(c)(3) exemption determination letter from IRS
- ❖ Copy of the Statement of Information filed with the Secretary of State of CA (within the last 24 months)
- ❖ Fictitious Business Name Statement (if applicable; filed with County Clerk)

### Unincorporated Association/Organization

- ❖ Charter, bylaws or other rules for the organization
- ❖ Copy of 501(c)(3) exemption determination letter from IRS
- ❖ Fictitious Business Name Statement (if applicable; filed with County Clerk)

### Required Identification Documentation for Business Signers (dependent on residency status)

- ❖ United States Citizen
  - State ID, State Driver's License **or** US Passport
- ❖ Permanent Resident Alien
  - State ID, State Driver's License **or** Passport **and**
  - Alien Registration Card
- ❖ Non-Resident Alien
  - Passport **and**
  - State ID, State Driver's License, U.S. Issued Visa, Credit Card, Employer ID Card, College photo ID card or Utility Bill

### Required Identification Documentation for all Beneficial Owners (dependent on residency status)

Each natural person that owns 25% or more of the shares of a business **and** one individual with significant responsibility for managing the business.

- ❖ United States Citizen
  - State ID, State Driver's License, Passport
  - Social Security Number
- ❖ Permanent Resident Alien
  - State ID, State Driver's License, Passport or Alien Registration
  - Social Security Number
- ❖ Non-Resident Alien
  - Passport & Country of Issuance, or similar identification

## Switching Worksheet

This worksheet is designed for your internal use to track the information you need to close your old account(s) and switch recurring payments and deposits to your new CWB Account.

**Important:** Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may not be a secure form of communication.

**Your new CWB business checking account information:**

<b>New CWB Account Number(s)</b>	
<b>New CWB Routing Number</b>	122241802
<b>New CWB Business Debit Card Number</b>	

**Recurring payments to your account (credits):**

Minimize disruptions to your cash flow by immediately notifying any party that sends you automatic payments of your new account information.

<b>Company/Payer</b>	<b>Account Number</b>	<b>Next Scheduled Payment</b>	<b>Amount</b>	<b>Date payer was notified</b>	<b>Date of first payment to your new CWB account</b>

**Recurring payments *from* your account (debits):**

Save time by scheduling recurring payments using your checking account, debit card or credit card. Notify service providers of your new account and card information and ensure that your new CWB account is properly funded to help avoid service interruptions.

Company/Payer	Account Number	Next Scheduled Payment	Amount	Date payer was notified	New payment method established (check, debit, credit, online payment)

**Payroll funding accounts to switch**

Ensure that your payroll provider has the necessary information to fund your next payroll by supplying your new CWB account information.



TIP

To learn more about payroll solutions with CWB, please visit: <https://www.communitywestbank.com/business-payroll-services.php>

Payroll Provider	Date Notified	Status

**Merchant Services accounts to switch**

Ensure that your Merchant Services provider has the necessary information to deposit your card processing transactions into your new CWB account.



TIP

To learn more about Merchant solutions with CWB, please visit: <https://www.communitywestbank.com/business-merchant-services.php>

Merchant Services Provider	Date Notified	Status





## Switching Form

The following letter templates have been created to help make the process of switching your checking account easier. Below are descriptions of each letter and how they can help.

**Important:** *Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may not be a secure form of communication.*

### **Request to Cancel an Automatic Payment**

Use this letter to cancel an automatic payment from your old account. Review the information and then print, sign and mail this letter to the billing company or organization that receives your payment.

### **Request to Switch an Automatic Payment**

Use this letter to switch an automatic payment from your old account and ask that your payment now be deducted from your new CWB account. Review the information and then print, sign and mail this letter to the billing company or organization that receives your payment.

### **Financial Services Partner Notification**

Use this letter to notify key financial services partners that your business checking account has been switched to Community West Bank.

### **Account Closing Request**

Use this letter to request the closure of your old account. Make sure any direct deposits or automatic payment(s) have been switched to CWB or canceled before you close the account. Review the information and then print, sign and mail this letter once all switching activity is complete.

#### NOTE

CWB cannot guarantee that these forms will be accepted in every instance. Your old bank, and/or your key financial services partners, may require you to make any or all of these requests in person or by some other method than by mail. Also, they may require more or different information than is contained on the letter templates that follow.

## Request to Cancel an Automatic Payment

RE: CANCELATION OF AUTOMATIC PAYMENT

<b>Account Number</b>	
-----------------------	--

I am withdrawing my authorization for you to deduct any automatic payments that are currently set up for the account number above.

Please change your records, effective immediately, so that my electronic payments to you are stopped from the account below:

<b>Bank Name</b>	
<b>Account Number</b>	
<b>Routing Number</b>	
<b>Payment Amount</b>	

If you have any questions regarding this request, please contact me at the phone number below.

Thank you for your assistance.

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Telephone number

## Request to Switch an Automatic Payment

RE: BANK CHANGE FOR AUTOMATIC PAYMENTS

<b>Account Number</b>	
-----------------------	--

I currently have my electronic payment(s) deducted from the following account:

<b>Bank Name</b>	
<b>Account Number</b>	
<b>Routing Number</b>	
<b>Payment Amount</b>	

Please change your records, effective immediately, so that my electronic payment(s) are now deducted from my new account listed below:

<b>Bank Name</b>	<b>Community West Bank</b>
<b>Account Number</b>	
<b>Routing Number</b>	<b>122241802</b>
<b>Payment Amount</b>	

If you have any questions regarding this request, please contact me at the phone number below.

Thank you for your assistance.

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Telephone number

**Financial Services Partner Notification**

RE: NOTIFICATION OF BUSINESS CHECKING ACCOUNT FOR

\_\_\_\_\_.

This letter is being set to notify you of the company’s recent transition to Community West Bank. Please updated your records, effective immediately, so that all activities are now directed to our new Bank Account.

Former Account Information:

<b>Bank Name</b>	
<b>Account Number</b>	
<b>Routing Number</b>	

New Account Information:

<b>Bank Name</b>	<b>Community West Bank</b>
<b>Account Number</b>	
<b>Routing Number</b>	<b>122241802</b>

If you have any questions regarding this request, please contact me at the phone number below.

Thank you for your assistance.

\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_  
Telephone number

### Account Closing Request

To: \_\_\_\_\_

From: \_\_\_\_\_

RE: REQUEST TO CLOSE ACCOUNTS

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 this account. Please close the following accounts:

<b>Checking Account Number</b>	
<b>Authorized Signer</b>	
<b>Authorized Signer</b>	

<b>Checking Account Number</b>	
<b>Authorized Signer</b>	
<b>Authorized Signer</b>	

<b>Checking Account Number</b>	
<b>Authorized Signer</b>	
<b>Authorized Signer</b>	

<b>Savings / Money Market Account Number</b>	
<b>Authorized Signer</b>	
<b>Authorized Signer</b>	

Please issue a check for any remaining balances and mail to my attention at the following address:

\_\_\_\_\_

Your prompt attention to this matter will be greatly appreciated. Thank you for your assistance.

\_\_\_\_\_

Date \_\_\_\_\_

Telephone number \_\_\_\_\_

## Transition Checklist

This form offers a quick and easy way to keep track of your status in the process of transitioning your Account to CWB. It's for your organization and reference only — not for external distribution.

### ✓ Task

- |  |   |
|--|---|
| <input type="checkbox"/> CWB Business Account Opened               | <input type="checkbox"/> Financial Service Providers Switched?  |
| <input type="checkbox"/> Checks ordered                            | List Companies:   |
| <input type="checkbox"/> Deposit Material Ordered                  | <input type="checkbox"/> _____                                  |
| <input type="checkbox"/> Online Banking Set up                     | <input type="checkbox"/> _____                                  |
| <input type="checkbox"/> CWB Business Debit Card(s) Activated      | <input type="checkbox"/> _____                                  |
| <input type="checkbox"/> CWB Business Credit Card(s) Activated     | <input type="checkbox"/> _____                                  |
| <input type="checkbox"/> CWB Business Credit Card Transfer Request | <input type="checkbox"/> _____                                  |
| <br>   |   |
| <input type="checkbox"/> Automatic Deposit Companies Switched?     | <input type="checkbox"/> Key Consultants Notified?              |
| List Companies:  | List Companies/Individual:                                      |
| <input type="checkbox"/> _____                                     | <input type="checkbox"/> _____                                  |
| <input type="checkbox"/> _____                                     | <input type="checkbox"/> _____                                  |
| <input type="checkbox"/> _____                                     | <input type="checkbox"/> _____                                  |
| <br>   |   |
| <input type="checkbox"/> Automatic Debit Companies Switched?       | <input type="checkbox"/> Old Account Closed?                    |
| List Companies:  | <input type="checkbox"/> Old Checks, ATM/Debit cards destroyed? |
| <input type="checkbox"/> _____                                     | <input type="checkbox"/> All Checks Cleared?                    |
| <input type="checkbox"/> _____                                     |   |
| <input type="checkbox"/> _____                                     |   |
| <br>   |   |
| <input type="checkbox"/> Payroll Account Switched?                 | <input type="checkbox"/> Merchant Services Account Switched?    |

## Congratulations and welcome to Community West Bank!

You have successfully transitioned your new CWB business Account. Remember, we are here to answer any questions you might have. Please contact us at the phone numbers listed below.