

# Small Business Banking

## Direct Deposit Transfer Form

If you're used to the convenience and safety of automated direct deposits, such as customers payments, merchant processing and other recurring deposits and credits, we are able to accommodate you.

To: \_\_\_\_\_  
Company / Organization the deposit is coming from

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / ZIP

To Whom It May Concern:

As of \_\_\_\_\_, please change your records to process my direct deposit to my new Santander Bank account number(s) listed below.

Account Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / ZIP \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

My new bank is Santander Bank, N.A.

1. Type of Account:  Checking  Savings  Other \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Percentage or Amount of Deposit in this Account \_\_\_\_\_ % \$ \_\_\_\_\_

2. Type of Account:  Checking  Savings  Other \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Percentage or Amount of Deposit in this Account \_\_\_\_\_ % \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Small Business Banking Account Closure Request

Please accept this letter as authorization to close my existing account(s). My personal information has been provided below to assist you with this process.

## Customer Name and Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / ZIP

\_\_\_\_\_  
Phone Number

## Account Numbers, Type, Estimated Transfer Amount

\_\_\_\_\_ Checking-Savings \$ \_\_\_\_\_

\_\_\_\_\_ Checking-Savings \$ \_\_\_\_\_

\_\_\_\_\_ Checking-Savings \$ \_\_\_\_\_

\_\_\_\_\_ Checking-Savings \$ \_\_\_\_\_

I would also like to stop any automatic  
account-to-account transfers.

\_\_\_\_\_ From Account      \_\_\_\_\_ To Account      \_\_\_\_\_ \$ Amount

\_\_\_\_\_ From Account      \_\_\_\_\_ To Account      \_\_\_\_\_ \$ Amount

## Account Reconciliation

### List outstanding checks (Debits)

Check# \_\_\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_

Check# \_\_\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_

Check# \_\_\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_

Check# \_\_\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_

Check# \_\_\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_

Check# \_\_\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_

Check# \_\_\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_

### List outstanding deposits (Credits)

Date: \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\*Current balance (plus) outstanding credits (minus)  
outstanding debits (equals) the amount of the transfer.

I request you close my accounts noted above and wire transfer the funds to my new account:

\_\_\_\_\_  
Checking Account Number

\_\_\_\_\_  
Bank Routing Number

I request you close my accounts noted above and mail a check to the address listed below if different than the address listed above.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / ZIP

\_\_\_\_\_  
Signature of Authorized Signer      \_\_\_\_\_ Date

\_\_\_\_\_  
Signature of Authorized Signer      \_\_\_\_\_ Date

# Small Business Banking Automatic Withdrawal Transfer Form

## Company / Organization Information

To: \_\_\_\_\_  
Company / Organization Name

\_\_\_\_\_  
Address City / State / ZIP

\_\_\_\_\_  
Account Number \$ Amount of Withdrawal (Leave blank if the amount of the withdrawal is variable)

## To Whom It May Concern:

My new bank is Santander Bank. As of today, please change your records to reflect my new Santander Bank account as the funding source for my automatic deduction(s) with your company or organization.

Checking Account # \_\_\_\_\_ Routing Transit # \_\_\_\_\_

Savings Account # \_\_\_\_\_ Routing Transit # \_\_\_\_\_

Debit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Signer Date Signature of Authorized Signer Date

\_\_\_\_\_  
Print Name of Authorized Signer

**Reminder:** If you are transferring your account from another financial institution, it is recommended you maintain accounts at both financial institutions until your automatic withdrawal transfer is complete. Withdrawal limitations apply to savings and money market accounts. Up to six pre-authorized, automatic or telephone transfers or payments, including checks and debit card purchases, per monthly statement period (see your new Business Deposit Account Agreement for details). Of the six, no more than three can be made payable to third parties by check, draft, or ATM/check card. The routing transit number is the nine-digit ACH/RT number located below the Santander Bank logo on your checks.

