

# SWITCH & STAND OUT!

*Switch Kit*  
for Business Accounts



Independence  
**BANK**

[ibyourbank.com](http://ibyourbank.com)



# Switch Kit

## Step 1: Open Your Business Independence Bank Account

Opening your business account is easy. Gather the information below before you come into the branch to open your account:

Legal Business Name (should match IRS records):

---

DBA (if applicable): \_\_\_\_\_

Type of Business (LLC, INC, etc.): \_\_\_\_\_

Date Business Was Established: \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Business E-Mail Address: \_\_\_\_\_

Description of Business or Services: \_\_\_\_\_

NOTE: You will be asked to provide business documentation such as: articles, by-laws, minutes, operating agreements, business licenses, etc.

*To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record all information that identifies each person and business who opens or is added to an account. What this means for you: When you open an account or are being added as a signer to an account, we will ask for your business name, address, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.*



# Switch Kit

## Step 2: Provide Information on Account Signers

Now we need to know who will be the signers on your account. Gather the information below for all the signers on your account before you come into the branch:

Signer #1 Legal Name (should match how IRS reads):

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Form of Identification:  Drivers License  Passport  Tribal ID  Other \_\_\_\_\_

ID Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Issued By (e.g., State, Country, Tribe, etc.): \_\_\_\_\_

Signer #2 Legal Name (should match how IRS reads):

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Form of Identification:  Drivers License  Passport  Tribal ID  Other \_\_\_\_\_

ID Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Issued By (e.g., State, Country, Tribe, etc.): \_\_\_\_\_

*To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record all information that identifies each person and business who opens or is added to an account. What this means for you: When you open an account or are being added as a signer to an account, we will ask for your business name, address, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.*