

5 Easy Steps: Switching to Your New Chartway Business Checking Account

Follow these easy steps to complete your transfer to **Chartway Business Banking**. Remember, a **Chartway Relationship Specialist** is available to help if you have questions.

1

Open Your Account

- Gather your business documents – find all requirements
- Visit us Online
- Open your account:
 - Visit a Branch to open your new business account
 - By Phone at 1 (800) 678-8765
 - Connect via Video Banking

4

Merchant Services & Business Lending

- Explore Clover by Fiserv Merchant Services (Credit Card Processing)
 - Transfer incumbent merchant services to your new checking account number and routing number
- Explore Chartway Business Lending & Credit Card Options

2

Set Up Account Critical Functions

- Fund your account – at a branch, a Chartway ATM, or through mobile banking
- Activate your debit card
- Enroll in Chartway Business Online Banking
 - Set up Chartway Bill Pay through Chartway Online Banking

5

Close Your Old Account

- Confirm that all checks have cleared
- Confirm that automatic payments & automatic deposits have moved to the new account
- Close your old account
- Call us to schedule a follow-up appointment to personalize your relationship and account services based upon your business' unique needs

3

Establish Payables and Receivables

- Contact companies you pay and companies that pay you and provide your Chartway Business account and routing numbers
- Transfer automatic electronic deposits and automatic payments



Chartway Quick Switch Checklist

- Deposits & Payments
 - Incoming Deposits
 - Merchant Processing Deposits
 - ACH Deposits
 - Check Deposits
 - Other
- Outgoing Payments
 - Payroll
 - Rent/Lease/Mortgage
 - Utility Payments
 - Loan Payments
 - Credit Card Payments
 - Supplier Payments
 - Tax Payments
 - Professional Services (Attorney/CPA) Payments
 - Other
- My Chartway Business Banking Account Information
 - Chartway Member and/or Account Number
 - Chartway Account Routing Number – 251481614
 - Chartway Branch Support Phone
 - Chartway Branch Support Address
 - Chartway Branch Support Relationship Specialist/Manager