

# Business SwitchKit

*Switching banks made simple. Use this checklist to guide your move to Bank of Colorado. We're here to help along the way.*

Keep your old accounts open until all outstanding checks clear and automatic transactions are updated with your new account details. Once updates are complete, close your accounts at your former bank.

## 1. Open Your New Business Account(s)

- Gather necessary documentation to open your account(s).  
*See page 2 for required documents needed.*
- Visit your local [Bank of Colorado branch](#) to open new checking and/or savings account(s) that fit the needs of your business.
- Explore services to help manage your business with one of our local [Treasury Managers](#).
- Collect new account information and Account Verification Letter if needed.

**Bank of Colorado Routing Number: 107002448**

**Account Number:** \_\_\_\_\_ **Account Type:**  Checking  Savings

**Account Number:** \_\_\_\_\_ **Account Type:**  Checking  Savings

## 2. Account Set Up

- Set up online banking and bill pay services.
- Confirm access for all authorized signers and employees.
- Set up ACH origination for vendor payments and payroll.
- Update remote deposit capture for business check deposits.
- Activate debit card(s).

## 3. Payables & Receivables

- Update payroll providers or HR systems with our new account information.
- Notify merchant service providers and e-commerce platforms of new bank details.
- Notify vendors, customers, and partners who send ACH, wires, or checks.
- Update recurring debits such as utilities, rent, insurance, subscriptions, loan payments and vendor contracts.

## 4. Track Your Switch

- Make a list of vendors and service providers including when they are notified.
- Record when payables and receivables are switched.
- Monitor outstanding checks until all have cleared.

## 5. Close Old Accounts

- Confirm outstanding checks have cleared.
- Confirm account number has been updated for automatic deposits and payments.
- Destroy old debit card(s), unused checks and deposit slips.



# Documents and Information Needed When Opening a Business Account

**BENEFICIAL OWNERSHIP INFORMATION:** Provide the legal name, Social Security number, physical home address, date of birth and a legible copy of a valid unexpired government issued photo ID for individuals with 25% direct or indirect equity ownership and one individual with control over the legal entity. Businesses affected are indicated below.

We will ask about the nature/purpose of the entity and the estimated average monthly transaction volumes. Proof of assigned Employer Identification Number is recommended.

## Corporations

- Secretary of State Certificate of Good Standing
- Articles of Incorporation – State stamped
- Statement of Foreign Entity - State stamped  
*(if applicable to entity)*
- Trade Name Certificate – State stamped  
*(if applicable to state law)*
- Bylaws - Signed
- Beneficial Ownership Information – See above
- Meeting Minutes *(if applicable)*

## Limited Liability Companies

- Secretary of State Certificate of Good Standing
- Articles of Organization – State stamped
- Statement of Foreign Entity – State stamped  
*(if applicable to entity)*
- Trade Name Certificate – State stamped  
*(if applicable to state law)*
- Operating Agreement – Signed
- Beneficial Ownership Information – See above
- Meeting Minutes *(if applicable)*

## General Partnerships

- Trade Name Certificate – State stamped  
*(if applicable to state law)*
- Partnership Agreement – Signed
- Beneficial Ownership Information – See above

## Limited Liability Partnerships

- Secretary of State Certificate of Good Standing
- Formation Filing – State stamped
- Statement of Foreign Entity – State stamped  
*(if applicable to entity)*
- Trade Name Certificate – State stamped  
*(if applicable to state law)*
- Partnership Agreement – Signed
- Beneficial Ownership Information – See above

## Unincorporated Associations

- Trade Name Certificate – State stamped  
*(if applicable to state law)*
- Bylaws/Constitution – Signed
- Meeting Minutes – Naming officers
- If for a school subsidiary club, we need school permission on letterhead

## Sole Proprietorships

- Trade Name Certificate – State stamped  
*(if applicable to state law)*

## Resources

Branch Phone Number: \_\_\_\_\_

Treasury Manager: \_\_\_\_\_

Treasury Manager Phone Number: \_\_\_\_\_

Treasury Manager Email Address: \_\_\_\_\_

### Business Online Banking:

1-800-789-7156 • M-F: 7 AM - 7 PM

### Business Premium Online Banking:

1-800-227-7471 • M-F: 7 AM - 5 PM

### Online Bill Pay:

1-877-903-0641 • M-F: 5 AM - 11 PM



SCAN FOR FULL CUSTOMER SERVICE RESOURCES



**Bank of Colorado**  
T H E R E ' S O N L Y O N E

MEMBER FDIC  
EQUAL HOUSING LENDER