

SWITCH KIT CHECK OFF SHEET

HSBC is dedicated to ensuring that your transition to BusinessSmart is a smooth one. You'll find the tools you need below to help you through the process of switching accounts.

Step 1: Organize

Before you begin the switching process, you'll want to make sure you have everything you will need on hand. So gather all pertinent information about your existing banks and accounts. Also, remember to leave sufficient funds in your old accounts to cover any outstanding checks or pending automatic payments.

Step 2: Use the Account Transfer Work Sheet enclosed to help you

This worksheet will help you work through the process of closing your existing accounts, setting up your automatic payments, and making sure your current direct deposits are set up. With this form, you can easily keep track of important information as well as the current status of your accounts.

Step 3: Close Your Old Account

First confirm that all outstanding checks have cleared and any transfers of direct deposits or automatic payments have been made. Then complete the Account Closure Request Document that authorizes your old bank to close your accounts. You can find a sample of this document on our website at www.us.hsbc.com/business in our Resource Center under Switching to HSBC. If an account is an interest-bearing account, please consider your account closure dates carefully. And don't forget to destroy any unused checks, deposit slips, ATM and debit cards associated with your old accounts.

Step 4: Transfer Other Accounts

Once you've switched your account, you may want to consolidate your banking by transferring your other accounts to HSBC. With all of your funds in one place, your banking will be easier. And our banking specialists will be better able to help you manage your finances and find ways to make your money work harder for you.

Account Transfer Worksheet

This convenient worksheet will help you keep track of your accounts — with all the information you need in one place.

Account Closure Request			
Account Number	Account Name/Bank Name	Completed	

Automatic Debit (Automatic Deposits)			
Institution's Name /Account Number	Frequency	Amount	Completed

Automatic Credits (Automatic Payments)			
Institution's Name /Account Number	Frequency	Amount	Completed

Payroll Processor Notification			
Institution's Name /Account Number	Frequency	Amount	Completed

Merchant Processing		
Institution's Name /Account Number	Date of Reimbursement	Automatic Payment Transfer Completion Date

AUTOMATIC PAYMENT TRANSFER LETTER

Date _____

Name of Institution _____

Address _____

City, State, Zip _____

To Whom It May Concern:

Currently, you are debiting payment from my old bank account at:

(Former Bank's Name)

(Routing Number)

(Account Number)

As of _____, please stop debiting this account and start debiting this payment from my new
(date)*
account at HSBC. My new information is as follows:

HSBC

(New Routing Number)

(New Account Number)

Please send me a written confirmation of the date this change will be effective on your systems.

Sincerely,

Customer's Signature

Print Name _____

Title _____

Account Number with Payee _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

* Please provide sufficient time for the receiving entity to make the above changes.

ACCOUNT CLOSURE REQUEST FORM

Date _____

Name of Institution _____

Address _____

City, State, Zip _____

To Whom It May Concern: *(check one)*

As of _____
(date)

Please close the account(s) noted below and wire the balance and any interest accrued from:

Account 1 _____
(Old Account Number) *(Old Routing Number)*
to HSBC

_____ *(New Account Number)* *(New Routing Number)*

Account 2 _____
(Old Account Number) *(Old Routing Number)*
to HSBC

_____ *(New Account Number)* *(New Routing Number)*

Account 3 _____
(Old Account Number) *(Old Routing Number)*
to HSBC

_____ *(New Account Number)* *(New Routing Number)*

Please close the account(s) noted above and mail the balance and any interest accrued to the address below.

Upon closure of the account(s), please send a confirmation to the address below.

Customer's Signature _____

Print Name _____

Title _____

Account Number with Payee _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____