

WELCOME TO HUNTINGTON BUSINESS CHECKING

A better banking relationship in four steps

We know switching your business checking takes thoughtful planning and coordination. Our four-step guide is meant to help simplify the transition, so your business keeps running smoothly and you can take advantage of a bank that works as hard as you do.

1 OPEN YOUR NEW BUSINESS CHECKING ACCOUNT

Keep your new routing number and business account number handy to update incoming and outgoing payments

Keep your old account open until all outstanding checks, payments and automatic transactions have cleared

2 UPDATE THE MONEY COMING INTO YOUR BUSINESS

Identify the people, companies and services that send money to your business

Share your new banking information and update the payment platforms and services connected to your account

3 UPDATE THE MONEY GOING OUT OF YOUR BUSINESS

Review payroll, taxes, recurring expenses and other outgoing payments

Update your banking information in accounting software, business tools and payment systems

Set up recurring and scheduled payments from your new account

4 CLOSE YOUR OLD BUSINESS CHECKING ACCOUNT

Confirm all deposits, payments, transfers and checks have cleared and all activity has moved to your Huntington account

Transfer any remaining balance and close your old account

Bring your old checks and debit cards to a Huntington branch for secure disposal and assistance ordering replacements



Business checking transition details and checklist

Use this section to organize key details and track updates as you move your business checking to Huntington. Remember to keep your account information safe and only update payment information through trusted and secure methods.

1 OPEN YOUR NEW BUSINESS CHECKING ACCOUNT

YOUR NEW ACCOUNT INFORMATION

Business Name:

Account Number:

Routing Number:

OPTIONAL BUSINESS DETAILS

Business Tax ID (EIN):

Owner Name:

Phone Number:

2 UPDATE THE MONEY COMING INTO YOUR BUSINESS

Company or Customer	Type (Optional)	Date Notified	Switched? (Y/N)
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3 UPDATE THE MONEY GOING OUT OF YOUR BUSINESS

Vendor	Payment Type	Amount	Next Payment Date	Date Updated	Switched? (Y/N)
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4 CLOSE YOUR OLD BUSINESS ACCOUNT

FINAL CHECKLIST:

All deposits switched

All payments updated

Payroll updated

All checks cleared

OUTSTANDING CHECKS:

Payee

Amount

Date Written

Cleared? (Y/N)

Now that you're set up, we're eager to help your business continue moving forward.

If you have any questions during the switch, we're here to help.

Contact us at **800-480-2265** or find a branch near you at [huntington.com/branchlocator](https://www.huntington.com/branchlocator).