

5
STEPS

YOU'RE ONLY FIVE STEPS AWAY FROM TAKING YOUR BUSINESS TO THE NEXT LEVEL.

BUSINESS SWITCH KIT

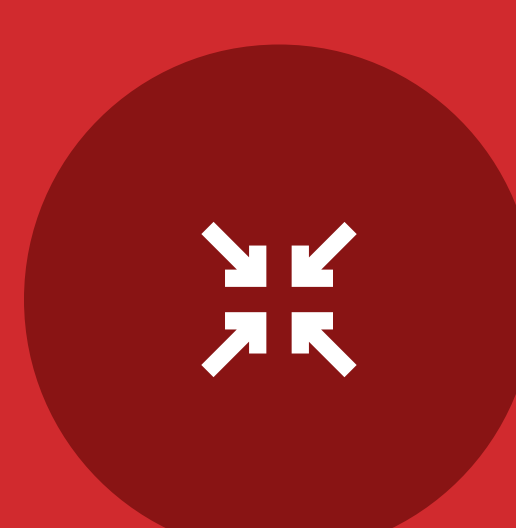
When you become a BECU business member, you're more than just a customer. You're a member with a not-for-profit credit union, and part of something bigger—a local community that believes in lending a hand and giving back.

1

GATHER YOUR REQUIRED DOCUMENTATION

Documents include:

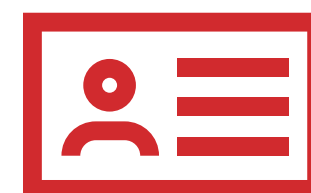
- BECU Business Membership application
- Business tax ID number (or EIN or SSN)
- UBI number (Refer to your business license)
- NAICS code (Locate your NAICS code at census.gov/eos/www/naics)



IN ADDITION TO THE ABOVE, DEPENDING ON YOUR BUSINESS TYPE, YOU WILL NEED TO PROVIDE THE FOLLOWING:

SOLE PROPRIETORSHIP

For business owner(s) and each authorized signer:



Current driver's license or state-issued ID card

OR

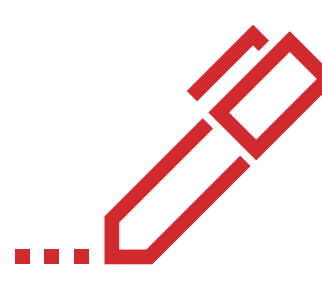
PARTNERSHIP, LLC, OR CORPORATIONS

For the individual opening the membership, business owners with 25% or more ownership, and each authorized signer:

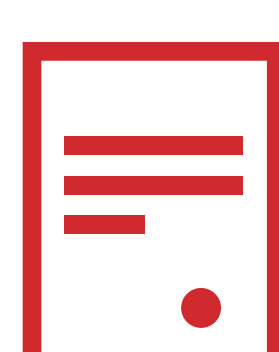


Current driver's license or state-issued ID card

ALL OWNERS WITH 25% OR MORE OWNERSHIP..

[ are required to sign the membership application. One governing person must sign (as listed on the Washington Secretary of State website) for instances in which no one owns 25% or more.]

PLUS PROVIDE THE FOLLOWING:



BECU Certification Regarding Beneficial Owners of Legal Entity Members form

2

OPEN A BECU BUSINESS CHECKING ACCOUNT*

Make an appointment online at becu.org or visit a Neighborhood Financial Center to get started. Be sure to have all the required documentation with you at the time you come in.

Download the membership application at becu.org/getstarted.



3

DISCONTINUE USING YOUR PREVIOUS BUSINESS CHECKING ACCOUNT

When you've completed the above two steps, keep your old account open until all checks have cleared and all automatic payments have been processed. As a general rule, we recommend waiting about 10 days after you have written your last check or your last transaction has cleared. Be sure not to close your account until you've confirmed this.

Additionally, don't forget to notify your payroll processor and payment solutions provider of your updated account number.



4

TRANSFER ALL RECURRING PAYMENT ACTIVITY

Once you've confirmed all payments have cleared, be sure to update all ACH and automated deposits and payments with your new BECU account number. In most cases, you can go online and update the new information on each account, but contact the merchant directly if you have any additional questions.

For your reference, BECU's routing number is **325081403**.



5

CLOSE YOUR PREVIOUS BUSINESS CHECKING ACCOUNT

When all checks have cleared and all ACH payments have processed, close your old account. If you have any questions during this process, please contact your previous financial institution.



*A Business Member Share Savings account is required to establish membership prior to opening a checking account.

Insured by NCUA

BUSI 03/2018

BROUGHT TO YOU BY:

