



Switch to Mission Community Bank in *Four Easy Steps... or less!*

1. Open your new Mission Community Bank account.

Use the enclosed *Business Deposit Account form* to start the process. Bring the completed form to the bank, or call us to fax the completed form and we'll have everything ready when you get here. You can also set up an appointment for us to come to your business.

2. Switch your Direct Deposits.

Complete and send the enclosed *Direct Deposit Authorization form* to all vendors currently making direct deposits into your old account – including credit card merchant services, rents, investment interest payments and all other recurring direct deposits.

3. Switch your Automatic Payments.

Complete and send the enclosed *Automatic Payment Authorization form* to all vendors you are currently paying by automatic payments or withdrawals from your old account – including utility bills, loans, insurance, rents, credit card merchant services and all other recurring payments.

4. Close your old account.

Discontinue using your old account(s) but make sure you maintain sufficient funds to cover outstanding checks. Complete and send the enclosed *Account Closure Request form* to the bank where you are closing your old account.

Welcome to Mission Community Bank. We truly appreciate your business.
If you have questions, please contact us – we're here to help!



Our Mission is Your Success

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