



**PEAPACK-GLADSTONE BANK**  
*Community Banking Beyond Expectation*  
908.234.0700 • [www.pgbank.com](http://www.pgbank.com)

## QUICK SWITCH BOOKLET FOR BUSINESSES

To help establish your Business Account with Peapack-Gladstone Bank, follow the steps below.

- 1. GETTING STARTED** - To get started, complete the attached Organizer Worksheets to help gather information to set up and/or switch your current checking account, your ACH transactions, your automatic payments and bills you pay online.
- 2. PGB NETACCESS ONLINE BANKING WITH FREE BILL PAY SERVICE** - Pay bills online 24/7 for FREE! Simply create a merchant list before you sign up for PGB NetAccess using our Automatic Bill Payment Information worksheet. With our online banking solution you can sign up for E-Statements and have your bank statements delivered to your inbox instead of your mailbox, and you can register for Mobile Banking and bank using your cell phone.
- 3. ACH AUTHORIZATION** - Review your bank statements from your former bank to determine which ACH debit(s) and/or credit(s) are being automatically posted to your account. Make multiple copies of the 'Notification of Account Change' form attached here. Fill in the required fields to notify each company to convert the ACH transaction(s) to your new account at **Peapack-Gladstone Bank** upon receipt.
- 4. CLOSE YOUR OLD ACCOUNT** - Once you have confirmed that your ACH debit(s) and/or credit(s) have been transferred to your new **Peapack-Gladstone Bank** Business Checking Account and your automatic bill payment list has been set up, you should:
  - Make sure all outstanding checks have cleared.
  - Close your old account. You can visit the branch to do this in person or you can contact your former bank for their account closing procedures.
  - Destroy all remaining checks, deposit tickets, ATM and debit cards from your old account.
- 5. OTHER ACCOUNT RELATIONSHIPS** - Since you have already taken the first step to transfer your banking relationship to **Peapack-Gladstone Bank**, you may want to consider transitioning other account relationships. We can help you consolidate your accounts - from investments\* to retirement to savings - to make managing your finances convenient and easy. For your convenience we have also included the following application in our Business Account Quick Switch Booklet:
  - A PGB NetAccess application, which you can use to sign up for online banking. And don't forget to sign up for E-Statements and Mobile Banking!

We also offer Merchant Services, Positive Pay, Remote Deposit and more.

\*Securities and mutual funds are not FDIC insured, are not obligations of or guaranteed by Peapack-Gladstone Bank, and may involve investment risk, including possible loss of principal.





## NEW BUSINESS ACCOUNT WORKSHEET

*Use this form to gather information for setting up your new Peapack-Gladstone Bank Business Account.*

The following items must be in our possession for all authorized signers prior to account opening. All fields are required.

- Signatures on Signature Card and Resolution
- Articles of Incorporation, LLC Certificate of Formation, Trade Name Certificate or Partnership Agreement
- Driver's License information
- Any special instructions

Type of Business     Corporation  LLC  Sole Proprietor  Non Profit  Partnership  
 Unincorporated Business  Limited Partnership  Other \_\_\_\_\_

### PEAPACK-GLADSTONE BANK NEW ACCOUNT INFORMATION

Name of Business \_\_\_\_\_  
 Name of Owner \_\_\_\_\_ Title \_\_\_\_\_  
 Nature of Business \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 TIN# \_\_\_\_\_ Email Address \_\_\_\_\_

**Authorized Signer on Account** \_\_\_\_\_ **Title** \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp Date \_\_\_\_\_  
 SS# \_\_\_\_\_ Email Address \_\_\_\_\_  
 DOB \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

### ACH INFORMATION

Do you have, or wish to have, any automatic payments from others (such as insurance premiums, loan payments, payroll taxes, merchant services, etc.) directly debited from or credited into your account?

Company Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Company Name \_\_\_\_\_





## NEW BUSINESS ACCOUNT WORKSHEET - ADDITIONAL SIGNERS

*Use this form to gather information for any additional account signers that will be listed on your new Peapack-Gladstone Bank Business Account.*

Name of Business \_\_\_\_\_ Name of Owner \_\_\_\_\_

Type of Business       Corporation  LLC  Sole Proprietor  Non Profit  Partnership  
 Unincorporated Business  Limited Partnership  Other \_\_\_\_\_

**Authorized Signer on Account** \_\_\_\_\_ **Title** \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp Date \_\_\_\_\_

SS# \_\_\_\_\_ Email Address \_\_\_\_\_

DOB \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

**Authorized Signer on Account** \_\_\_\_\_ **Title** \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp Date \_\_\_\_\_

SS# \_\_\_\_\_ Email Address \_\_\_\_\_

DOB \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

**Authorized Signer on Account** \_\_\_\_\_ **Title** \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp Date \_\_\_\_\_

SS# \_\_\_\_\_ Email Address \_\_\_\_\_

DOB \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

**Authorized Signer on Account** \_\_\_\_\_ **Title** \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp Date \_\_\_\_\_

SS# \_\_\_\_\_ Email Address \_\_\_\_\_

DOB \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_







**PEAPACK-GLADSTONE BANK**  
*Community Banking Beyond Expectation*  
 908.234.0700 • www.pgbank.com

## NOTIFICATION OF BUSINESS ACCOUNT CHANGE

Date \_\_\_\_\_ To \_\_\_\_\_

Financial Institution's Name

Address \_\_\_\_\_

Account # \_\_\_\_\_

Dear Sir or Madam,

I recently switched my Business Bank Account to **Peapack-Gladstone Bank**. Please re-direct my

Automatic Payment

Automatic Deposit in the amount of \$ \_\_\_\_\_

To: **Peapack-Gladstone Bank**

**ABA routing # 021205237**

**Account # \_\_\_\_\_**

I authorize you to begin debiting/crediting my new account immediately.

Please call me with any questions at \_\_\_\_\_

Phone #

Signature \_\_\_\_\_

Account Holder

Signature \_\_\_\_\_

Account Holder

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# PGB NetAccess BUSINESS APPLICATION

**Your Identification Number will be mailed to you approximately 8 to 10 days from our receipt of your application.**

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Account No. for Bill Payment: \_\_\_\_\_

TIN (Tax Identification Number): \_\_\_\_\_

Primary Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Secondary Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**[ ] Yes, I want the Bill Payment Option linked directly to my business checking account.**

This agreement is between Peapack-Gladstone Bank and the customer(s) whose signature(s) appears on this application.

**1.** Peapack-Gladstone Bank, the depository banking institution at which the accounts are maintained for customer, is subject to the terms and conditions governing the accounts, and the services performed in conjunction with the accounts as may be amended from time to time, and applicable Federal and New Jersey State laws and regulations.

**2.** In addition to the authority Peapack-Gladstone Bank may have in other agreements, Peapack-Gladstone Bank has the authority:

- To honor any computer instruction relating to transfer of funds (including recurring payments) and the posting of such transfer to the appropriate accounts, payment of bills, or any other transaction Peapack-Gladstone Bank is authorized by agreement to complete on the customer's behalf, without making any inquiry into amounts to transfer or any other inquiry.

- To pay service charges, whether monthly or otherwise, from the appropriate account(s).

- To assume that any computer instruction tendered is authentic, unless the customer informs Peapack-Gladstone Bank that said instructions are no longer to be honored by Peapack-Gladstone Bank.

Customer agrees to indemnify (reimburse for all losses and damages incurred) and hold harmless Peapack-Gladstone Bank from any and all claims, actions, causes of action, damages, losses and expenses resulting from the customer furnishing to a person or entity (individually and collectively, a "third person"), other than Peapack-Gladstone Bank and its employees, account information, account identification number(s), social security number, tax identification number, account I.D., and/or personal identification numbers, if customer and the third party use the information to transfer funds from the accounts or for any other purpose not expressly authorized by this application.

Authorized Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attach resolution (required to process).**

**THIS SECTION TO BE COMPLETED BY PEAPACK-GLADSTONE BANK**

Application accepted by: \_\_\_\_\_

Processed by: \_\_\_\_\_

PGB NetAccess activated: \_\_\_\_\_

Bill Payment setup (if needed): \_\_\_\_\_

PGB NetAccess ID#: **8 0 6 4** \_\_\_\_\_