

Thank you for your decision to switch and welcome to M&T Bank.

When it comes to banking, we know you have many choices. We also understand that switching banks can be somewhat inconvenient. That's why we're providing you with a few simple forms and step-by-step instructions to help make the process a little easier. As a customer of M&T Bank, you have our commitment that we'll work with you to help meet your financial needs today and in the years to come.



Visit mtb.com to explore which account is right for your business.

Account Transfer Manager

Use this worksheet to keep track of all the information you need to switch automatic payments and deposits to your new M&T Bank account. This worksheet is purely for your reference. If you have any questions, please stop into any Branch, contact your M&T Relationship Manager or call us at 1-800-724-6070 and an M&T Business Banking Specialist will be happy to assist you.

NEW M&T Bank Account Number: _____

NEW M&T Bank Routing Number: _____

Old Accounts to Close

TIP: Before you close your old accounts(s), allow time for outstanding checks, debit card purchases, and automatic payments to clear – usually around 10-15 business days.

Bank Name	Routing Number (9 digits)	Account Type (checking, Savings, etc)	Account Number	Account Closed?

Outstanding Checks to Clear

TIP: Use M&T Online Banking to monitor account activity online anytime. Learn more [at MTB.com/Upgrade](http://MTB.com/Upgrade).

Check Payable to	Amount	Amount: Bank/Account Number	Check Cleared?

Automated Payments to Transfer

TIP: Learn more about M&T Bank's payment solutions for Business [at MTB.com/Business](http://MTB.com/Business).

Company/Payee	Payment Frequency or Recurring Date	Amount	Date "Account Transfer letter" Mailed	Status?

Merchant Transaction Accounts to Transfer

TIP: M&T utilizes the most advanced and reliable processing solutions for credit card processing. Learn more [at MTB.com/MerchantServices](http://MTB.com/MerchantServices).

Merchant Services Provider	Date "Account Transfer letter" Mailed	Status?

Scheduled Payment Transfer Letter

Current Bank Account Number (non-M&T institution): _____

Customer Name: _____ Date: _____

To Whom It May Concern:
