



Business Online Banking Application and Maintenance Request

New Online Banking Access Service

Change Service

Delete Service

- Service Level 1 (basic)
- Service Level 2
- Service Level 3

*ACH, Wire, and Remote Deposit are available with Level 2 and 3. Please contact your local branch or for pricing and details.
Bill Pay – This permits access for one user.*

Company Information

Company Name: _____ Tax ID: _____
 Street Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Contact: _____
 Title: _____ Primary Checking account #: _____
Billing Account for Service Levels 2 or 3: _____

Administrator

Change

Add

Designate one Administrator who will set up all users. The Administrator can have full access to account information, but it is not necessary. You will receive temporary login information via email for all users added to Business Online Banking.

Name: _____ Email Address (required) _____

Administrator Permission: Full Access View Only

Accounts

Change

Add

Delete

Type: Checking Savings CD Other _____
 User Access to Account #(s): _____
 User Access Rights: Transfer Funds Stop Payments Order Checks Bill Pay
 *Remote Deposit *ACH Origination *Wire Transfer Origination
 *Access Rights Require Service Levels 2 or 3 (Pre-Approvals Required)

Additional User Information – All fields are required

Full Name: _____ Last 4 of SSN#: _____
 DOB: _____ MMN: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Business Phone: _____ Email Address: _____

Notes/Other Maintenance – Detailed Information Required:

I attest that the information contained in this form is accurate.

Signature: _____

Date: _____

Printed Name: _____

Back Office Use Only

Date Received:		Setup Completed By:	
Date Emails Sent:		Setup Reviewed By:	
Access Key Code:		Notes:	