



# 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:	