

YOU MAKE THE SWITCH. WE MAKE IT EASY.

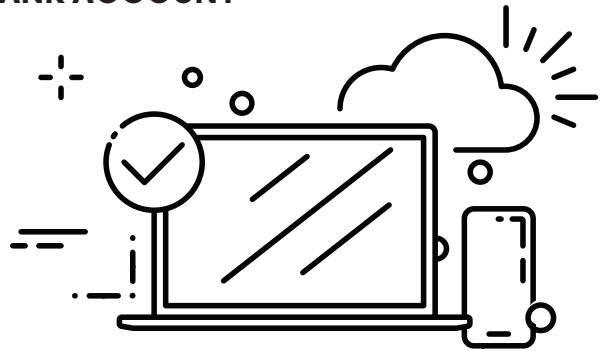


Ready to enjoy better business checking?
You're 4 quick steps away!

You know how great it feels when something turns out to be much simpler than you expected? This is one of those times! Just follow these 4 easy steps and seamlessly switch to First Internet Bank Small Business Checking - named 2021's best by *Newsweek*. In no time, you can be taking advantage of online and mobile tools that make your business banking a breeze.

STEP 1: BEGIN USING YOUR NEW FIRST INTERNET BANK ACCOUNT

Now that you've opened your new account, let's get it up and running! Be sure to write down your new routing number (see below) and Small Business Checking account number. You will need this information to change your automatic payments and direct deposits from your old account to this one.



Chances are, you are making the change because you want the 24/7 convenience of online and mobile banking.

Here's how to set up your online/mobile app:

- First time users must log in at firsttib.com.
- You should already have received your username and password via email; you will use that information the first time you login. (If you did not receive your username and password, please contact us for further assistance.)
- You then will be prompted to create a unique user ID and change your password. **Passwords are case sensitive.** You will use this username and password for your future logins.



Accessing your account information:

- To locate your nine-digit account number, log in to online banking. From the **"My Accounts"** section, click on the account name and select **"Account Details"**.
- First Internet Bank's routing number is **074014187**.

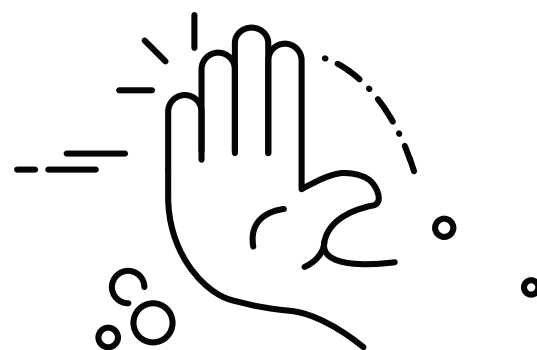
Be sure to download the free First Internet Bank app from [iTunes](#) or [Google Play](#).

Need help with your account? Contact a Relationship Banker at 1-888-873-3424 or smallbusiness@firstib.com.

STEP 2: STOP USING YOUR PREVIOUS BUSINESS ACCOUNT

By that, we mean don't issue any new checks or perform additional transactions. However, do make sure you keep your old account temporarily open and have enough funding available to cover any outstanding payments that have yet to clear.

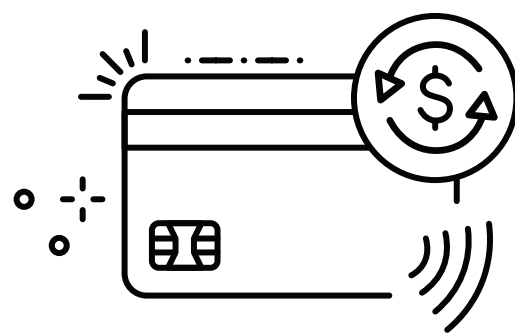
It is always a good idea to dispose of (preferably, by shredding) your remaining unused checks and deposit slips; destroy your ATM and debit cards for that account, too. That way, there is no chance you will use them accidentally.



STEP 3: SWITCH YOUR AUTOMATIC PAYMENTS

Remember - those automatic payments (typically ACH transactions) you now make and receive, like utilities, vendor bills and customer payments will need to be redirected both to/from your new account. Here's how:

- **Incoming deposits (credits)** reach out to vendors and merchants who send you payments and provide them your First Internet Bank account information. In this case, the new account and routing numbers.



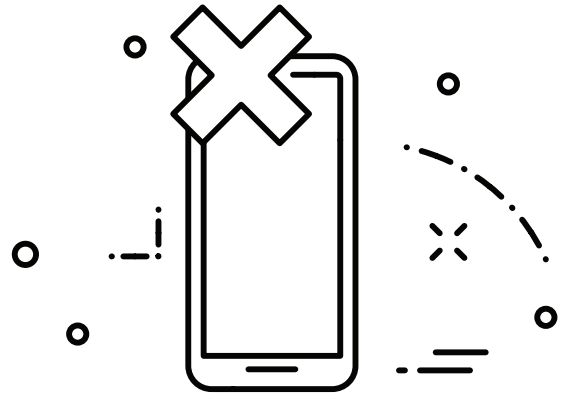
- **Outgoing payments (debits)** Regular payments such as utility bills, vendor payments or subscription services that are automatically debited from your account will also need to reflect the new information.

Making this changeover within 30 days of opening your new account will help minimize interruptions...and be one less item on your “to-do” list.

Another tip: when adding to your outgoing payment list, have the following information on hand: biller name, billing address, phone number and your account number as it appears on your bill. All of those items are usually required to move an account.

STEP 4: CLOSE YOUR OLD BUSINESS ACCOUNT

It’s now time to say a fond (or, perhaps, not so fond) farewell to your old bank. Once all of your checks have cleared, and every automatic payment and direct deposit is successfully being deducted or credited from your new Small Business Checking account, you can close your former one.



Welcome to First Internet Bank, and enjoy your new account!



SWITCH KIT CHECKLIST

Here is a quick and easy way to remember every step you need to transition your account to First Internet Bank:

1. New First Internet Bank business checking account opened?

YES NO

2. Checks ordered?

YES NO

3. Online/Mobile Banking set up?

YES NO

4. Business debit cards activated?

YES NO

5. Business credit card (if applicable) activated?

YES NO

6. Credit Card Balance Transfer Request (if applicable) completed?

YES NO

7. Automatic deposit companies (customers) switched to new account?

List companies:

Company 1:

Company 2:

Company 3:

Company 4:



8. Automatic debit companies (vendors/utilities) switched?

List companies:

Company 1:

Company 2:

Company 3:

Company 4:

9. Payroll account switched?

YES NO

10. Merchant services account(s) switched?

YES NO

11. Financial services providers/consultants switched?

List companies:

Company 1:

Company 2:

Company 3:

Company 4:

12. Old account closed; all checks/deposits/payments cleared?

YES NO

13. All previous bank checks, ATM/debit cards destroyed?

YES NO

That's it!

You have successfully made the switch!

