

READY TO DO MORE? MAKING THE SWITCH EASY.



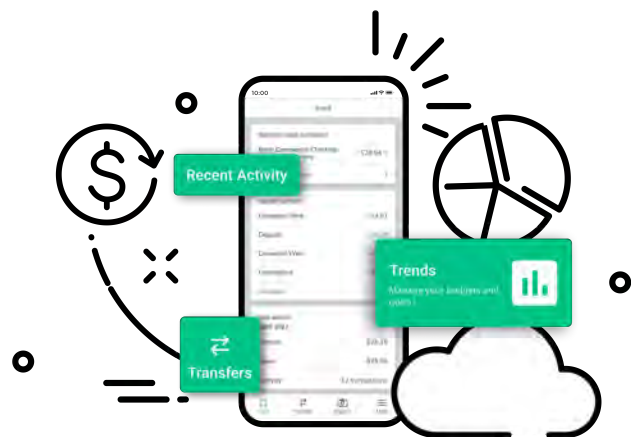
Ready to enjoy better business checking? You're 4 quick steps away!

As a business owner, you're always ready to do what it takes. Shouldn't your business checking account do more, too? With a Do More Business™ Checking account, you'll enjoy industry-leading benefits that help you not only run, but grow, your operation. No minimum balance, no monthly service fees and unlimited transactions. Plus, track all your finances in one place. Sound too good to be true?

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 your Do More 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:

1. To register for First Internet Bank online banking, [click here](#). You can also login by going to www.firsttib.com, click the "other" tab on the login box and then click the "Business" login button. From there, you will click "Get Started" in the top right corner and follow the on-screen directions to complete your registration. Passwords are case sensitive. You will use this username and password for future logins.
2. Once you have registered for the first time, you can also download the FirstIB Business Banking app from the Apple App Store or Google Play.

Accessing your account information:

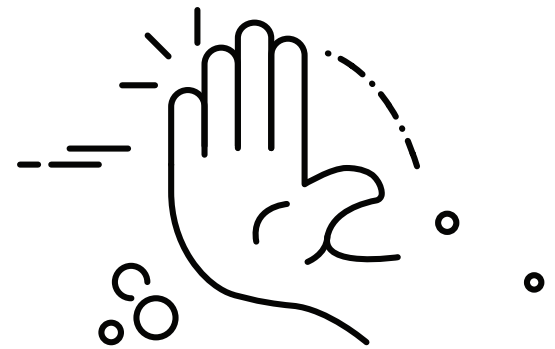
- Click **Accounts** in the navigation bar. A dropdown will allow you to select the account they would like to access.
- First Internet Bank's routing number is **074014187**.

Need help with your account? Contact a Customer Success Specialist at clientsuccess@firstib.com or 1-855-272-4719.

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.

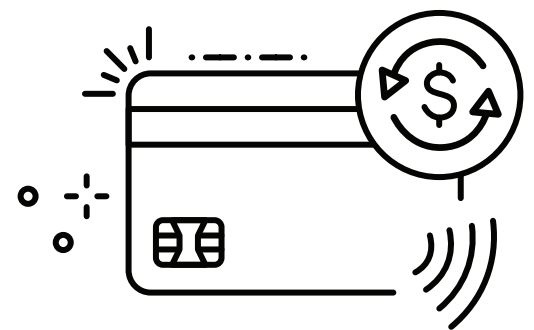
It's always a good idea to dispose of (preferably, by shredding) your remaining unused checks and deposit slips; destroy your ATM and debit cards for that account, too. That way, there is no chance you will use them accidentally.



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.



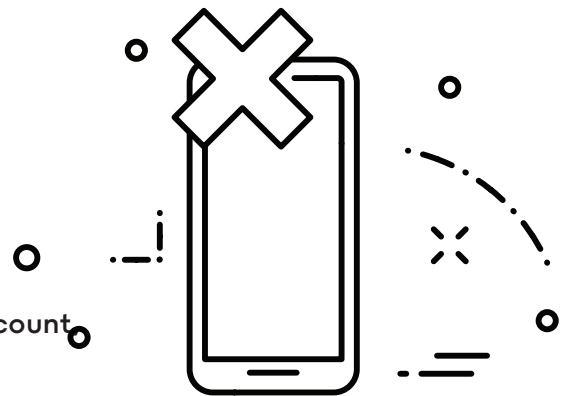
· **Outgoing payments (debits)** Regular payments such as utility bills, vendor payments or subscription services that are automatically debited from your account will also need to reflect the new information.

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 First Internet Bank Do More Business™ Checking account, you can close your former one.



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



SWITCH KIT CHECKLIST

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

1. New First Internet Bank Do More Business™ Checking account opened?

YES NO

2. Online/Mobile Banking set up?

YES NO

3. Business debit cards activated?

YES NO

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

List companies:

Company 1:

Company 2:

Company 3:

Company 4:

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

List companies:

Company 1:

Company 2:

Company 3:

Company 4:

6. Payroll account switched?

YES NO



7. Merchant services account(s) switched?

YES NO

8. Financial services providers/consultants switched?

List companies:

Company 1:

Company 2:

Company 3:

Company 4:

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

YES NO

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

YES NO

That's it!

You have successfully made the switch!

