



Doing more for you.

[Switching your accounts has never been so easy!!!](#)

Welcome to First Federal of Bucks County!!!

We understand that the transition of your business accounts from one institution to another may seem like an extremely inconvenient task, so we have created this simple and easy to follow, Business Switch Kit.

1: Learn how we are doing more for you.

Complete the [Business Services Checklist](#) which will let you know what First Federal has to offer and will allow us to fully understand your needs as a business relationship customer.

2: Open your new First Federal of Bucks County Checking Account.

After you have opened the account that is best for you, you can then stop using your old account.

NOTE: Be sure to order your checks, as they may take up to two weeks for delivery!!!

3: Get Organized.

Use the First Federal [Small Business Organizer](#) to capture all the necessary changes that you will need to complete to ensure that all payments are made and deposits are received. On this form you will be able to note everything from your automatic payments, outstanding checks, and your utility bills.

4: Transfer your Automatic Payments and Deposits to your new First Federal account.

Using the information from the [Small Business Organizer](#), you can complete the [Account Transfer Notice](#) worksheet to let your service providers know that you have switched bank accounts.

5: Register for Online Banking.

Use our convenient [Online Bill Payment Payees](#) sheet to make your set-up an easy process. We offer two versions of online banking for businesses to choose from. Our [Basic Online Banking](#) is best suitable for sole proprietors. Here you can view your balances and make payments to your various service providers. Our [Business Online Banking](#) is tailored to fit businesses with multi-users requiring the use of different features. This service offers access to ACH payroll services and more!!! Please speak with a representative to see which option is best for you.

6: Close your old checking account.

After all checks and automatic payments have stopped coming out of your prior bank account, fill out the [Deposit Account Closure Form](#). You will then send this form to your former bank; they will send you a check for the remaining balance.

In addition to the above forms, we have enclosed [Important Phone Numbers and Information](#). It is a comprehensive list of all utility, bank and local governments.

Thank you for choosing First Federal of Bucks County and please continue to let us know how we can do more for you.