

Business Switch Kit

Welcome to the Primis family! We're so glad you've joined us and are eager to help you and your business succeed. Please use this guide (or visit primisbank.com/make-the-switch) to help make your banking transition run as smoothly as possible. Should you have any questions, your banker is ready to help you however they can!

Let's start off with a simple checklist to make sure that you have all your i's dotted and t's crossed.

#1 Open a new Primis Business account.

- Ask your banker for more information about the full suite of account offerings that might be right for your business.
- Visit your local branch to open any additional accounts your business might need.

#2 Set up your new Primis business checking account.

- Sign into online banking by visiting primisbank.com, clicking "Sign In", and entering your email address to get started.
- Transfer funds into your new account to keep your account active.
- Download the **Primis Mobile Business Banking** app on the App Store and Google Play. (Psst! Scan that QR code to download now)



#3 Organize your information.

- Use the Switch Form to help organize the important details for both your old and new accounts. This will keep things organized when you update automatic payments and notify any vendors.

#4 Update any automatic payments.

- Use online banking or the Primis Mobile Business Banking app to set up any recurring payments like payroll, utility bills, rent, etc.

#5 Notify your vendors.

- Fill out our Change Notification Form to give your new account information to any vendors, clients or customers that send you money on a regular basis.

If you need any additional help, don't hesitate to schedule a meeting with your banker.

SECURITY BEYOND PASSWORDS

POSITIVE PAY

Positive pay is a check fraud detection service that we now offer to our business customers **FOR FREE** to combat the national rise in check writing fraud.

ANALYZE

Our system takes specific note of all check data for your business including check numbers, dates, payees and more.

IDENTIFY

Every check written on your business' behalf will be verified, preventing it from being paid unless the information on each check completely matches what it on file.

NOTIFY

If a faulty check is detected, you will be notified immediately and the fraudulent check will be returned.

EXTENDED FDIC COVERAGE

The FDIC insures all deposits up to \$250,000. For balances above that we have measures in place to ensure that more of your money is protected than just the baseline. When your business deposit account has a balance over \$250,000, we'll place the excess funds into CDs, money market deposit accounts or demand deposit accounts at other institutions in the IntraFi Network, for extended FDIC coverage.

PEACE OF MIND

With IntraFi Network Deposits, you can access multi-million dollar FDIC protection on your accounts.*

You work with Primis, and only Primis, to secure your deposits.

ONE RATE

You earn one interest rate per maturity on accounts placed through IntraFi Network institutions; no need to negotiate multiple rates or calculate disbursements for each account.

NO NONSENSE

There are no hidden fees of any kind: no annual, subscription or transaction fees. Because IntraFi Network deposits are FDIC-insured, you may not need to collateralize your deposits, saving you time.*

24/7 CUSTOMER CARE

Our Virginia-based customer care center is open 24/7/365 for your convenience. If there is ever a question, there's no need to wait to reach out. You can contact your banker, our customer care team at 1-833-477-4647, fill out the "Contact Us" form our website, or utilize our new online chat feature the website as well.

Top-of-the-line service is always one dial, click or chat away.

*Limits apply. Funds may be submitted for placement only after a depositor enters into an IntraFi Network Deposits Deposit Placement Agreement with Primis Bank. The agreement contains important information and conditions regarding the placement of funds by us. If a depositor is subject to restrictions with respect to the placement of funds in depository institutions, it is the responsibility of the depositor to determine whether the placement of the depositor's funds through IntraFi Network Deposits or a particular IntraFi Network Deposits transaction satisfies those restrictions.

PRIMIS BUSINESS SWITCH FORM

Use this worksheet to help get things organized as you switch over to Primis.

This form is for personal purposes only. Please keep account/card details in a secure location.

Primis Business Account

Account # (Last 5 digits)	Routing #
<input type="text"/>	<input type="text"/>
Debit Card #	Exp. Date
<input type="text"/>	<input type="text"/>

Previous Business Account

Account # (Last 5 digits)	Routing #
<input type="text"/>	<input type="text"/>
Debit Card #	Exp. Date
<input type="text"/>	<input type="text"/>

Recurring Payments to Switch

Payee	Amount	Next Scheduled

Merchant Services to Switch

Payment Processor

Outstanding Checks

Check payable to	Amount	Date check written	Date check cleared
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Notes:

ACH Change Notification Form

To:

Company name: _____

City: _____ State: _____ Zip Code: _____

Account number at company: _____

From:

Business name: _____

Business address: _____

City: _____ State: _____ Zip Code: _____

NOTICE: Please redirect any ACH payments for the above account number to the new Primis bank account; effective date: _____

If there are any questions about this request, please call: _____

New Primis Bank account information

New bank routing number

New bank account number

Authorizing officer name (printed)

Signature

Title

Date

LET'S TALK ACCOUNTING

How to export your transactions to your accounting software (Quicken, Quickbooks, etc.)

Connect your account to your software.

Connecting your business' accounting software to our online banking platform to easily integrate your account usage to your books. Whether you use Quickbooks, Quicken, Xero, or NetSuite we've got you covered.

Exporting your account transactions.

1. Log into online banking.
2. Click on the account you wish to export the transactions from.
3. Hover cursor over "Transactions", then click on "Launch Archive".
4. Click on "Go to Advanced Search"
5. From the drop-down menu, select the correct account number.
6. Select your date range.
7. For transactions per page, select a higher range than 25 (this will allow all your transactions to fit on a singular page).
8. Click "View Transactions".
9. To the left of the page, click "Select All" (look just above the boxes to check).
10. Scroll to the bottom of the page and click "Export Selected".
11. Select the appropriate file format. (E.g. Intuit Quickbooks = .qbo)
12. Click "Download Export".
13. Open the file with your accounting software.