



Whether you've opened a new business account or you're ready to get started, we're here to walk you through the process. Follow our checklist for everything you'll need when opening or transitioning to your new Minnwest business account.

PRE-ACCOUNT OPENING

- Send 2 months of bank statements for review to select best account types
- Complete Minnwest Business Account Application with required documentation or open the account online at minnwestbank.com

MID-ACCOUNT OPENING

- How to handle cash deposits, if any
- Cash Management Services consultation and Schedule A-I documentation
 - ACH
 - Positive Pay
 - Wires
 - Online Banking
 - Sweeps
 - Business Bill Pay
 - Remote Deposit Capture
 - Merchant Card Processing
- Company Credit Card application
- Required Signatures



MINNWEST TIP

Throughout the process be sure to continue to communicate with your Minnwest Bank team for assistance and feedback.

You are our first priority and we keep all commitments we make. Thank you for choosing Minnwest.

AFTER ACCOUNT OPENING

- Log in to Online Banking
- Order Checks / deposit slips / endorsement stamp / deposit bags (if needed)
- Activate Debit or Credit Card
- Link new bank account information to accounting software
- Change any electronic payments
 - Payroll & Retirement service - change bank account information (if applicable) or enter Direct Deposit information in ACH Manager
 - Rent/Lease/Mortgage
 - Utility Payments
 - Loan Payments
 - Tax Payments
 - Credit Card Payments
 - Professional Services (Attorney/CPA)
 - Supplier Payments
- Account verification letter to share with electronic payees/customers
 - Contact electronic payment vendors/customers with new bank information
- Automatic invoices or transfers for customers
- Confirm all checks have cleared and debit/credits have posted, then close the old account
- Merchant Card Processing - change bank account information and get updated Minnwest quote
- Applicable Cash Management Training