

We're here to help:

We are thrilled you've chosen First Carolina Bank, and we want to make this process as seamless as possible for you and your business.

Our local bankers are ready to assist at any time:

Cary, NC
(919) 289-8680

Raleigh, NC
(919) 809-7869

Reidsville, NC
(336) 361-4088

Rocky Mount, NC
(252) 937-2152

Wilmington, NC
(910) 473-5935

Columbia, SC
(803) 592-8100

Greenville, SC
(864) 210-9711

Atlanta, GA
(678) 213-3545

Virginia Beach, VA
(757) 217-4542

Relationship Transition Checklist

Use the below checklist to track your progress in transitioning to First Carolina Bank. It may be helpful to keep a copy of this checklist for your records.

- STEP 1 | Schedule an appointment with a First Carolina banker to discuss your current banking relationship.** The conversation will include deposit accounts, treasury management services, and any lending needs. Account descriptions can be reviewed ahead of time on our website.
- STEP 2 |** Following the initial discussion, **your banker will collect account information to prepare a proposal**, including:
 - 3 months of account statements and / or analysis statements for each deposit account. Your banker will partner with our treasury management specialists to review each account and provide a comparison based on current usage and projected needs.
 - Current financial information based on any credit needs that will be moved as part of the relationship. This will include 3 years of financials for your business and any related guarantors.
 - 3 months of statements for any merchant service credit card processing that you currently conduct.
 - Type of accounting software currently being used.
- STEP 3 |** Once the requested documentation is received, **your banker will schedule an appointment to deliver a proposal** of First Carolina banking services. At this point, **a timeline will be set** for the transition of the relationship and training on new products and services.
- STEP 4 |** After the proposal is accepted, your banker will work with the branch to **open your account(s)** and generate the associated signature cards and other agreements. During this time, you can expect to:
 - Provide information regarding the business and signers, including addresses, phone numbers, email addresses, EIN verification, Secretary of State registration, driver's license and Social Security card copies, and beneficial ownership details.
 - Provide current check stock so that new can be ordered.
 - Review agreements generated for online banking and treasury management services, which may include online wire and ACH capabilities, Positive Pay, ACH fraud filter, and remote deposit capture, among other items.



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The remaining steps in the transition to First Carolina Bank are below.

- STEP 5** | Your banker will schedule appointments to **sign all paperwork** and **train on the online banking platform** and treasury management services. User-related permissions and limits will be set at this time. You should also plan to **fund the account(s)** at this stage while maintaining balances in your prior accounts to ensure all outstanding items clear over the next 90 days.
- STEP 6** | **Set up any automatic transfers** linked to your prior accounts on your new First Carolina account(s). Your banker will provide an account verification letter for electronic transfers that you can send to vendors and clients.
- STEP 7** | **Begin using your new First Carolina account(s) for business operations** and **close your prior bank accounts** once all outstanding checks, electronic drafts, and direct deposits have cleared and been moved accordingly.

WHAT'S NEXT? | Once you have completed the above steps, you can expect routine follow ups from your banker to verify that the transition has gone smoothly and make appropriate adjustments, if needed.

If you previously provided prior credit card processing information or expressed a new interest in it, you should be hearing from your local merchant services representative soon, if not already.

In addition to these services, we also offer credit cards and financial planning with our in-house wealth management team - ask your banker for more information!

