

Switching your Business Account to American Airlines Federal Credit Union is simple.

JUST FOLLOW THESE FIVE (5) EASY STEPS:

- 1 Open your American Airlines Credit Union Business Savings and Checking Account**
Mail completed Business Account card (application) or bring your completed Business Account card to a branch near you and include the initial minimum deposit of \$51 (\$25 Savings, \$25 Checking, \$1 Membership Fee) in the form of a check or money order. (Please do not mail cash.) Be sure to request a Visa® CheckCard and order a box of checks. To print your Business Account card and Authorization Designation, visit bizforms.AACreditUnion.org.
- 2 Move your Direct Deposit to your new Business Checking Account**
To move your payroll Direct Deposit, contact your Human Resources department for details. American Airlines employees can enroll for Direct Deposit via Jetnet (jetnet.aa.com). If you have other sources of Direct Deposit such as Social Security (visit ssa.gov/deposit or call (800) 772-1213 to change Social Security deposits by phone) or a retirement plan, remember to change those, too. You will need to provide the ABA routing number 311992904 and your Business Checking Account Number. Visit bizforms.AACreditUnion.org.

Payroll Processing: Send your payroll-processing form to your payroll services provider so that they can begin funding your payroll from your new account.
- 3 Redirect your Automatic Transactions (forms enclosed)**
Move automatic payments or withdrawals, such as loans and recurring bills, to your new Business Services Checking Account at least two weeks before the next payment is due. You will need to provide the ABA routing number 311992904 and your Business Checking Account Number. Also, set up your new Bill Pay and sign up for Online Statements by visiting our online banking platform at AACreditUnion.org.

Automatic Withdrawal: If your business accepts payments made by credit and debit cards, you'll also need to switch the account into which transaction funds are deposited.
- 4 Stop using your old Business Account**
Stop using your old account and allow enough time for any outstanding checks, automatic payments and debit card transactions to clear. Destroy any unused checks, ATM and debit cards.
- 5 Close your old Business Checking Account (form enclosed)**
Close your old account by sending the attached completed form to your previous financial institution.

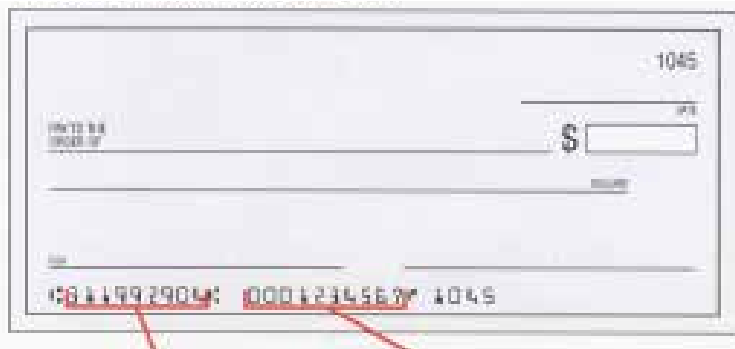
KEEP THIS INFORMATION HANDY:

ABA / Routing Number: 311992904

Your new Business Checking Account Number: _____

If you have any questions, please visit your nearest branch, or call (800) 533-0035, Ext. 4123.

IMAGE OF CHECK AS FOLLOWS:



Routing Number

Account Number

Federally insured by NCUA

American Airlines Federal Credit Union Business Services • P.O. Box 619001, MD2100 • DFW Airport, Texas 75261-9001 • For a listing of branch locations and contacts, visit biz.AACreditUnion.org or call (800) 533-0035, Ext. 4123.

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Business Account Switch Kit Organizer

This worksheet is for your own reference. You do not need to submit it to anyone. Use this worksheet to keep track of all the information you need to switch automatic payment(s) and deposit(s) to your new American Airlines Federal Credit Union Business Checking Account.

New Business Checking Account Number: _____

OLD ACCOUNT(S) TO CLOSE:

Important: Before you close your old account(s), allow time for outstanding checks, debit card purchases and automatic payments to clear – usually around 10 business days.

Financial Institution Name	Routing Number (nine digits)	Account Type	Account Number	Date Account Closed

OUTSTANDING CHECK(S) TO CLEAR:

Tip: Use our online banking platform to monitor account activity online anytime, anywhere you have web access.

Check Payable To	Amount	Financial institution the check was written from	Date Check Cleared

AUTOMATIC PAYMENT(S) TO SWITCH:

Tip: Learn more about Business Services online payment solutions for small businesses at AACreditUnion.org/business-online-banking.aspx

Company/Payee	Payment Frequency or Recurring Date	Amount	Date "Account Transfer Notice" Mailed	Switch Date

PAYROLL FUNDING ACCOUNT(S) TO SWITCH:

Payroll Provider	Date "Account Transfer Notice" Mailed	Date Account(s) Closed

MERCHANT TRANSACTION ACCOUNT(S) TO SWITCH:

Merchant Card Processor	Date "Account Transfer Notice" Mailed	Date Account(s) Closed

Federally insured by NCUA

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Business Services / Account Opening Checklist

Please note: The following list is a general guideline. Your Business Services Representative may request additional documentation during the processing of your account opening such as state-specific documents.

PROVIDED BY MEMBER:

- All owners must qualify for membership at American Airlines Federal Credit Union. Please provide Name and Consumer Member Number for each Owner or Officer.
- Name of each Authorized Signer
- Tax Identification Number for the Business (EIN or SSN)
- SSN for each Owner and Authorized Signer
- Business Documentation: Original Document must be provided (following documents depend on entity type)
 - DBA – Assumed Name or Fictitious Name Certificate
 - Partnership – Partnership Agreement
 - LLP – Registration of Partnership filed with Secretary of State (and) Partnership Agreement
 - LLC – Certificate of Organization or State Filing (and) Articles of Organization/Operating Agreement
 - Corporation – Corporate Charter or Certificate of Incorporation (or) Articles of Incorporation/Operating Agreement
 - Not-For-Profit/Other – By-Laws or Charter (and) Minutes reflecting elected Authorized Signers or letter signed by the President of the company on letterhead authorizing the establishment of the account and respective signers

PROVIDED BY AMERICAN AIRLINES CREDIT UNION:

- Authorization Designation or Corporate Resolution
- Business Account Card

Payroll Processing Change Form

PLEASE CHANGE ACCOUNT(S) FOR MY PAYROLL PROCESSING:

Date: _____ Payroll Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Reference Account Number(s): _____

To whom it may concern: I have recently changed financial institutions. You are currently processing my company's payroll.

Beginning (date): _____, please stop processing my payroll from:

Previous Financial Institution: _____

Routing Number: _____

Account Number: _____

Effective (date): _____, please start using my new American Airlines Federal Credit Union Business Account for processing my company's payroll:

Routing Number: **311992904** _____

Checking Account Number: _____

If you have any questions, please let me know. Thank you.

Sincerely,

Primary Owner Name: _____
(please print)

Primary Owner Signature: _____ Date: _____

Joint Owner Name: _____
(please print)

Joint Owner Signature: _____ Date: _____

Business/Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Automatic Withdrawal Change Form

PLEASE CHANGE ACCOUNT FOR MY AUTOMATIC WITHDRAWAL

(Examples - Merchant Services transactions, monthly bill payments, loan payments)

Date: _____ Business/Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Reference Account Number: _____

To whom it may concern: I have recently changed financial institutions and signed up with American Airlines Federal Credit Union.

You are currently withdrawing \$ _____ from the following account:

Previous Financial Institution: _____

Routing Number: _____

Account Number: _____

For (payment or reason): _____ On (date): _____

Please stop making withdrawals from this account on (date): _____ and start making them from my new Business Checking Account:

Routing Number: **311992904**

Checking Account Number: _____

If you have any questions, please let me know. Thank you.

Sincerely,

Primary Owner Name: _____
(please print)

Primary Owner Signature: _____ Date: _____

Joint Owner Name: _____
(please print)

Joint Owner Signature: _____ Date: _____

Business / Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Automatic Deposits Change Form

PLEASE CHANGE ACCOUNT FOR MY AUTOMATIC DEPOSITS:

(Example - Merchant Services transactions)

Date: _____ Business / Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Reference Account Number: _____

To whom it may concern: I have recently changed financial institutions and signed up with American Airlines Federal Credit Union.

You are currently depositing \$ _____ to the following account:

Previous Financial Institution: _____

Routing Number: _____

Account Number: _____

For (payment or reason): _____ On (date): _____

Please stop making deposits to this account on (date): _____ and start depositing to my new Business Checking Account:

Routing Number: **311992904** _____

Checking Account Number: _____

If you have any questions, please let me know. Thank you.

Sincerely,

Primary Owner Name: _____
(please print)

Primary Owner Signature: _____ Date: _____

Joint Owner Name: _____
(please print)

Joint Owner Signature: _____ Date: _____

Business / Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Account Closure Form

Financial Institution Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

TO WHOM IT MAY CONCERN:

Please close the following account(s) on (date): _____

Account Type (Savings, Checking, Etc.)	Account Number

PLEASE SEND A CHECK FOR THE REMAINING BALANCE TO ME AT THE ADDRESS LISTED BELOW:

Name: _____
(please print)

Address: _____

City: _____ State: _____ ZIP: _____

If you have any questions concerning this request, please call me at: _____

I HEREBY AUTHORIZE THE CLOSURE OF MY ACCOUNT:

Primary Owner Name: _____
(please print)

Primary Owner Signature: _____ Date: _____

Joint Owner Name: _____
(please print)

Joint Owner Signature: _____ Date: _____