Citizens FINANCIAL BANK

Business Online Banking – Upgrade / Change Request

Please fax completed form to 219-227-3105.

Business Name _____ Business Phone _____ Business Fax _____

1. Add User(s)

Employee Name: _____
Business E-mail: _____

a. What accounts will the new user have rights to?
Number: _____
Number: _____
Number: _____

b. What amenities will the new user have rights to?
- ☐ Payroll Direct Deposit
- ☐ Stop Payments
- ☐ Tax Payments
- ☐ Transfer To / From Other Banks
- ☐ Transfer Between Internal Accounts
- ☐ Wire Transfers
- ☐ Check Images

Employee Name: _____
Business E-mail: _____

a. What accounts will the new user have rights to?
Number: _____
Number: _____
Number: _____

b. What amenities will the new user have rights to?
- ☐ Payroll Direct Deposit
- ☐ Stop Payments
- ☐ Tax Payments
- ☐ Transfer To / From Other Banks
- ☐ Transfer Between Internal Accounts
- ☐ Wire Transfers
- ☐ Check Images

2. Remove Users

Employee Name: _____
Employee Name: _____

3. Add / Remove Accounts

Add	Remove	
☐	☐	Number: _____
☐	☐	Number: _____

4. Add / Remove Amenities

Add	Remove	
☐	☐	Payroll Direct Deposit
☐	☐	Stop Payments
☐	☐	Tax Payments
☐	☐	Transfer To / From Other Banks
☐	☐	Transfer Between Internal Accounts
☐	☐	Wire Transfers
☐	☐	Check Images

* If adding amenities, will all employees have rights to each amenity added? ☐ Yes ☐ No

If no, the Business Resource Center will contact you for clarification.

5. Change Authorized User Information

Employee Name: _____
Business E-mail: _____

Employee Name: _____
Business E-mail: _____

Employee Name: _____
Business E-mail: _____

6. Change Primary Contact Information

Name: _____
Business Phone: _____
Business E-mail: _____

7. Other Requests

8. Authorized Signature

Print Name: _____

_____
Signature Date

BANK USE ONLY

Completed by: _____ Date: _____
Audited by: _____ Date: _____
Notes