

# Welcome to Seacoast Bank!

## Business Conversion Preparation Checklist



This preparation guide highlights key dates and essential steps to take before, during and after conversion weekend. Complete the actions below to stay on track for a successful conversion.

### What You Need to Do

#### Monday, July 6 - Friday, July 10

- **Stop by our optional Conversion Open House at the Sullivan Building**, located at 6495 Powell Rd., if you'd like in-person support. Our associates will be available **Mon-Thu 9 AM to 4 PM or Fri 9 AM - 3 PM** to assist you with debit card activation, online banking and general conversion questions.

#### Before Thursday, July 9 (by 5 PM)

- **Bill Payments.** Access to Bill Pay ends at **5 PM**. Schedule Bill Pay items before this time.

#### Before Friday, July 10 (by 3 PM)

##### Debit Cards

- **Activate your Seacoast Bank Visa<sup>®</sup> Debit Card.** Use the same 4-digit PIN you already have. Your card mailer has instructions.

##### Online & Mobile Banking

- **Save your records.** Download any statements, documents, or transaction history you want from Citizens First Bank Online Banking.
- **Review and note any recurring transfers.** Recurring transfers between Citizens First Bank accounts will automatically transfer. External transfers will not be supported for business customers using Personal Online Banking.
- **Quicken<sup>®</sup> & QuickBooks<sup>®</sup>.** Download your transactions and deactivate your Citizens First Bank connections.
- **Add Seacoast Bank to your email contacts.** Add addresses ending in @SeacoastBank.com so important messages don't go to spam.

#### On or After Monday, July 13

##### Debit Cards

- **Start using your Seacoast Bank Visa<sup>®</sup> Debit Card.** Your Citizens First Bank card will no longer work.
- **Update your digital wallet and online payment methods** with your Seacoast Bank Visa<sup>®</sup> debit card number, replacing your Citizens First Bank debit card information.

##### Online & Mobile Banking

- **Visit SeacoastBank.com** and log in to online banking. Watch for an email with your login information, then bookmark the site for quick access.
- **Download the Seacoast Mobile Banking app.**
- **Establish or re-establish eStatements** by navigating to "eStatement Delivery" to confirm your statement delivery method.
- **Enable Bill Pay.** Enable Sub Users and assign accounts and limits.
- **Validate Bill Payment information,** including payees and payments, are available in the Seacoast Bank Bill Pay service.
- **Update Quicken<sup>®</sup> & QuickBooks<sup>®</sup>.** Select Seacoast Bank as your financial institution.

### What You Need to Know

- ▶ **Routing Numbers.** The bank routing number for your account(s) will change to the Seacoast Bank routing number, **067005158**, on **Monday, July 13**. No action is required for anything already set up; however, as a best practice, please use this routing number for any new wires, check orders or similar transactions **after July 13**.
- ▶ **Fraud Detection.** For your security, Seacoast Bank may contact you to confirm certain transactions. If we can't confirm a transaction by phone, you may need to re-enter it the next day.
- ▶ **Location Hours.** Citizens First Bank locations will close at **3 PM on Friday, July 10** and reopen for regular business hours as Seacoast Bank on **Monday, July 13**.
- ▶ **Continue Using Your Checks.** You can continue using your Citizens First Bank checks until your supply runs out. When you're ready to order new checks, visit [ordermychecks.com](http://ordermychecks.com) and use Seacoast Bank's routing number.

Have questions?  
We're here to help.



888.669.4059



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