

# Welcome to Seacoast Bank!

## Treasury (Cash) Management 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

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

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

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

- **Save your records.** Download any statements, documents, or transaction history you want from Citizens First Bank Online Banking.
- **Quicken® & QuickBooks®.** Download your transactions and deactivate your Citizens First Bank connections.
- **Register for Training.** Enroll today at [SeacoastBank.com/WelcomeCitizensFirst](https://SeacoastBank.com/WelcomeCitizensFirst).
- **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.
- **Save RDC reports/images.** Save reports/images for your records that you may need later.
- **Download the Symantec VIP Access token** or request a mailed physical token.
- **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

- **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.**
- **Choose how you receive statements.** Once you are logged into online banking, go to eStatements & Notices → eStatement Delivery.
- **Enable Bill Pay.** Enable for Sub Users and assign accounts and limits.
- **Verify your ACH and wire templates.** Verify templates and saved beneficiaries (recipients).
- **Update your Nacha file** to reflect Seacoast Bank's routing number and bank information. Please contact Treasury (Cash) Management Customer Care to review the ACH file record layout.
- **Update Quicken® & QuickBooks®.** 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**.

### Treasury Services Deadlines (All times ET)

Service	Processing Deadline
Same Day ACH:	1:55 PM
ACH:	6:00 PM
Online Mobile Deposit Cutoff:	7:00 PM
Positive Pay / ACH Positive Pay decision cutoff:	2:00 PM ( <i>no decision → item paid/ returned based on your default</i> )
Wires:	5:00 PM ( <i>transactions after cutoff processes next business day</i> )

Have questions? We're here to help: Mon-Fri 8 AM - 6 PM



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