



Business Online Banking Application

Business Account Information

Company Name			
Tax ID (EIN / SSN)			
Street Address			
City		State, Zip	
Business Phone		Business Fax	
Primary Contact		Primary Phone	
Primary e-mail			

Account Numbers/Loan Numbers to be added

ID	Account Number	Type	Account Name	B / P
1				
2				
3				
4				
5				
6				
7				

Employee Access Types

Administrator – Highest level of access with no client review. Administrator s have the ability to approve any funds transfers generated by a Supervisor. Has the ability to request additions, deletions, and/or changes in your business online banking account access and business online banking access rights. Receives full document availability.

Supervisor – Supervisors have the ability to initiate funds transfers, but will have to be approved through an administrator (client review through Administrator). They also receive full document availability, but can only inquire stop payments. Reviews by a Supervisor must be approved through an Administrator.

Employee – Employees have the ability to only view account detail, transactions and presentments. Employees have no funds transfer access, unless otherwise noted. All reviews must be approved through an Administrator. Employees have no stop payment access.

Employee Access to Add

Accounts to Access			
Name			
SSN			
Phone			
e-mail			
Mother's Maiden Name			
User Access Level	Administrator	Supervisor	Employee
User Access Time	Full (24/7)	M-F 8am-5pm	Other
Other Description:			

Accounts to Access			
Name			
SSN			
Phone			
e-mail			
Mother's Maiden Name			
User Access Level	Administrator	Supervisor	Employee
User Access Time	Full (24/7)	M-F 8am-5pm	Other
Other Description:			

Accounts to Access			
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SSN			
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e-mail			
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Comments / Special Instructions