



JEFFERSON BANK *and* TRUST  
is becoming...



**First Mid**  
BANK & TRUST



# Your Small Business Checklist

**This checklist will help ensure your business is prepared for a smooth transition to First Mid Bank & Trust.**

Visit <https://www.firstmid.com/online-banking-for-businesses/online-banking/> to check out the Business Online Banking & Business Bill Pay video tutorials for detailed information.

## Before June 9, 2022

### Bill Pay

- ☐ Print/archive your Bill Pay history.
- ☐ Print/archive Bill Pay payees (for validation purposes only).
- ☐ Notate any recurring bill payments, you will need the information to set them up on the new system.

## Before June 10, 2022

- ☐ Contact your local banking center to update your contact information with Jefferson Bank (email, phone & address).
- ☐ Watch for your new Debit Card and activation instructions by the first week of June.
- ☐ Activate your new debit card & choose a PIN by calling 800-992-3808 - save your card and PIN until it's time to begin using it.
- ☐ Download your transaction history for QuickBooks or future reference.
- ☐ Print/archive your Jefferson Bank eStatements, check copies, etc.
- ☐ Download information from your Jefferson Bank business financial management tool, if needed. First Mid does not support a financial management tool for business customers.

## Friday, June 10, 2022

- ☐ Begin using your new First Mid debit card **after 5:00 p.m. (CST)**.
- ☐ Destroy your old Jefferson Bank debit card once you begin using your new First Mid card.

## Monday, June 13, 2022

### Business Online Banking *Business Online Banking is for business customers NOT utilizing Treasury Management Services.*

- ☐ Sign into Business Online Banking at: <https://firstmid.olbanking.com/smallbusiness>
  - Login Information
  - Company ID - this will be communicated to you prior to Monday, June 13
  - User ID - will remain the same (*If your User ID requires changes, a separate communication will be sent.*)
  - Temporary password - this will be communicated to you prior to Monday, June 13
- ☐ Re-establish recurring or scheduled transfers, including loan payments.
- ☐ Set-up Online Banking account alerts.
- ☐ Sign up for eStatements if you are not already enrolled. Loan eStatements will need to be re-established.

### Mobile Banking

- ☐ Interested in Mobile Banking for your business? Download the **First Mid Business Mobile** app and contact First Mid Customer Support after Monday, June 13 for your company's activation information.



### Bill Pay

- ☐ Begin using Bill Pay within your First Mid's Online Banking account.
- ☐ Verify your Bill Pay payees and recurring payments are accurate.
- ☐ Re-establish:
  - Pay a Person transfers with PopMoney
  - eBills

### Other

- ☐ Update your direct deposits, automatic payments, transfers or loan payments with First Mid's routing number. **It is critical that you DO NOT update this information before June 10, 2022.** First Mid's routing number is: 071102076
- ☐ Update your merchant/service providers with your new First Mid debit card number for automatic payments. **This should be done after June 10, 2022, but before your next automatic payment is due.**
- ☐ If you have a personal account and the First Mid personal mobile app, add your First Mid business debit card information in the personal app to set up debit card alerts.



**If you have questions, we are here to help!**

Please call our Customer Support Center at 877-888-5629

Monday – Friday 7:00 a.m. – 6:00 p.m. (CST) and Saturday 8:00 a.m. – 1:00 p.m. (CST)

[firstmid.com](https://firstmid.com)



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