

Business Online Banking Change Form

Business Information

Business Name: _____ EIN #: _____
 Address: _____
 Primary Contact: _____ Business Phone: _____
 Primary Contact Email: _____
Required for ALL Online Products and/or Services

USER Maintenance:

*Add, change or delete a user. User name must be 6 to 20 characters *\$2.50 monthly fee for each additional user*

- Add User Delete User Change User Name Change User/Supervisor Status

USER's Full name: _____ User Supervisor
 USER's Login name: _____ Email: _____

- Add User Delete User Change User Name Change User/Supervisor Status

USER's Full name: _____ User Supervisor
 USER's Login name: _____ Email: _____

ACCOUNT Maintenance:

*Add or delete account(s) to/from your Business Online Banking *\$5.00 monthly fee for each additional entity*

- Add Account Delete Account

Name: _____ Acct #: _____ EIN #: _____
 eStatements: Yes No eStatement Email Address: _____

- Add Account Delete Account

Name: _____ Acct #: _____ EIN #: _____
 eStatements: Yes No eStatement Email Address: _____

ACCESS Maintenance:

Request to add EFTPS tax payments, Secondary Bill Pay or Change Primary Bill Pay

- Add EFTPS Tax Payments Add Secondary Bill Pay Change Primary Bill Pay Account to
 Acct # _____ Acct # _____

CLOSE Request:

Request to close Business Online Banking, close Bill Pay or Stop E-statements

- CLOSE Online Banking STOP E-statements (convert to paper) Close Bill Pay
 Login: _____ Acct # _____ Acct # _____

Change Authorization Form must be signed by an authorized person(s) as reflected on the current Business Resolution on file at Itasca Bank & Trust Co.

Signature Authorization

X _____
 Signature _____ Name and Title _____ Date _____
 X _____
 Signature _____ Name and Title _____ Date _____

Bank Use Only

Log _____ Email _____ Confirm _____ ACI _____ Print Mail _____ CSPI _____



IMPORTANT INFORMATION ABOUT E-STATEMENTS

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

Electronic Statements - You will be using the bank's online banking system to safely and securely access your bank statements and related notices. If you've elected to receive two or more accounts combined on a periodic statement, your request will authorize us to convert all combined accounts to E-statements. E-statements are created in a PDF format that can be viewed, printed and/or saved with Adobe Acrobat software. If you elect to receive bank statements through electronic delivery, Itasca Bank & Trust Co. will no longer send your statements and related notices through the mail. If you receive statements electronically and have a need for a copy in paper form, please contact the Customer Service Department at 630-773-0350. Please allow up to three (3) business days for us to set up your E-statement processing. Itasca Bank & Trust Co. will send a test e-mail to each email address that is to receive an E-statement. After receiving a positive response to the test e-mail, the bank will begin sending a monthly notification via e-mail; effective with your next statement. You will receive your statements, along with any required disclosures, by logging into Online Banking, rather than by U.S. mail. If the monthly E-statement email notification is undeliverable (e.g. email address no longer in use), your E-statement will be discontinued and a paper statement will be mailed to the address we have on file. Applicable monthly fees for paper statements will apply.

If you fail to login to your Online Banking account for six months, we will send you an email Dormancy Notification to the email address on file. Once this dormancy notification email is sent, you will have 30 days to sign in to your Online Banking account. (Signing in to Mobile Banking will not prevent your Online Banking account from becoming dormant.) If after 30 days you still have not signed in to your Online Banking account, your online banking services (including E-statements, Mobile Banking, Bill Pay, etc.) will be discontinued and a paper statement will be mailed to the address we have on file. You must ensure the confidentiality of your password(s) and agree to indemnify, defend and hold harmless the bank and its successors, assigns, affiliates, officers, employees, directors and agents against any loss, claims, damages, judgments, awards, legal obligations, costs or expenses, including, without limitation, all fees and expenses of the bank's counsel based upon, arising out of, or related in any way to the bank's honoring this request. If your e-mail address changes or you desire to discontinue your E-statement option, visit or telephone the Customer Service Department at 630-773-0350 or fax us at 630-773-0716.