A five-step guide to switching to Mercury

1   Fund your account

Initiate a wire from your external bank and receive funds in Mercury within 1 business day. You can also deposit via ACH or Check.

Review your monthly statement to avoid disrupting payments tied to your existing bank account.

2   Obtain your new payment methods

- Issue yourself new cards from the Cards page.

- Download your ACH and wire details from the Documents page.

3   Review and update your payments

Incoming payments

- Reach out to customers with your new wire and ACH details, and ask that they update the payment information on their end. If there is a timely payment, use our Payment Request feature.

- Update account details for payment processors (Stripe, Square, Amazon, etc). Each processor is different, so let us know if they need additional details from us — such as a specific bank letter.

Outgoing payments

- Review the last 30 days of outgoing payments in your existing bank statements/transactions.

- Update automated card payments and ACH pulls (payroll with tools like Gusto or Rippling, subscriptions, rent, etc).

Remember to update your new account details in critical services that are linked to — such as payroll or accounting.

4   Integrate your account with relevant tools

Link Mercury with services like Quickbooks and Xero (bookkeeping), Zapier (workflow automation), and Stripe or PayPal.

Visit our Perks page for discounts on your startup tech stack.

5   Closing your old account(s)

- When ready, make a final transfer of funds from your old account over to Mercury once all outstanding transactions are cleared.

- Download all prior bank statements/transaction history from your old account and save them for future reference.

- Contact your old bank and request to close the account.

Consider keeping your old bank account open for a few months for any miscellaneous payments sent your way, and update those customers with your new details.