Core and vendor contract checklist

The terms that decide what a conversion costs and how smooth it goes

Before a merger or conversion schedule is set, the existing core and vendor contracts decide the fees, the notice windows and how fast data comes back. Pull these terms from each contract, write the dates in a calendar and bring the open items to the table early.

TERM	WHAT TO FIND IN THE CONTRACT	WHY IT MATTERS
Term and renewal	Initial term end date, renewal date, and whether the contract renews automatically	Missing the window renews the contract and costs leverage
Notice to end	Days of written notice, how it must be delivered and who must sign	Notice deadline = renewal date minus notice days. Calendar it
Early termination fee	The fee or formula as written, and whether it changes after a merger	Often the largest single cost of leaving early
Change of control	Merger, assignment and acquirer language, plus any consent or notice trigger	Decides who can move the contract and when
Deconversion fee	Whether a fee is defined, the rate or schedule, and what it includes	'Not defined' is itself a finding to resolve in writing
Data return	Format, completeness, delivery date, test files, cost, and deletion after return	Late or partial data can stall a conversion date
Transition help	How long the provider supports the wind-down, at what pricing and service levels	Parallel running needs terms agreed before it starts
Minimums	Monthly minimums, volume floors and what happens when the account count drops	A merger can move volumes below a commitment
Bundled products	Add-on products tied to the core term, with their own end dates	Separate end dates can surprise a conversion plan
Billing	Back-billing window, price increases, and itemization of charges	Open billing terms hide cost until after signature
Security commitments and audit rights	SOC reports and how often you get them, required MFA, the incident notice window, and your right to audit	Without written commitments, there is no evidence for an examiner

BEFORE THE CONVERSION PLAN LOCKS

1. Pull every core and vendor contract that the conversion touches, with amendments and order forms.
2. Fill the table above for each one and calendar every notice deadline.
3. List each open item as a written question for the provider, and ask for answers in writing.
4. Agree data-return format, test date and cost before the conversion date is set.

WANT TO GO DEEPER? Wondering why these terms matter now? Third Party Threat Hunting (TPTH™) has a one-page brief on the September 2026 third-party risk proposal that explains what the agencies proposed and who it covers. Free on request: greg@thirdpartythreathunting.com.

Practice guidance, not legal advice. Draws on the Joint Statement on Community Banks' Engagement with Core Service Providers (September 2026) and other contract terms TPTH recommends reviewing. Have counsel review any notice before it is sent.

DOCUMENT	VERSION	ISSUED	OWNER
Core and vendor contract checklist	1.3 (interim)	Nov 17, 2026	Greg Rasner, Third Party Threat Hunting LLC · greg@thirdpartythreathunting.com

REVISION HISTORY

VERSION	DATE	CHANGE	OWNER
1.0 (interim)	Oct 30, 2026	First issue.	Greg Rasner
1.1 (interim)	Oct 30, 2026	Added the one-page brief offer; reworded the sources line.	Greg Rasner
1.2 (interim)	Nov 5, 2026	Added revision history, Fourth Party sign-up line and trademark mark for release.	Greg Rasner
1.3 (interim)	Nov 17, 2026	Removed the stale v1.1 version block; added an eleventh term, security commitments and audit rights.	Greg Rasner