

## Account Changeover Checklist

\*Helpful Tip: For reference, gather your two most recent statements from your old financial institution. If applicable, include statements/information for utility payments, loan payments, health club memberships, etc., that you have set up with your old account.

**DIRECT DEPOSITS.** List all direct deposits to your account(s).

DEPOSIT TYPE	COMPANY/INSTITUTION NAME	ACCOUNT NUMBER	AMOUNT	DATE
Employer Payroll (1)	_____	_____	_____	_____
Employer Payroll (2)	_____	_____	_____	_____
Social Security (1)	_____	_____	_____	_____
Social Security (2)	_____	_____	_____	_____
Pension/Retirement (1)	_____	_____	_____	_____
Pension/Retirement (2)	_____	_____	_____	_____
Investment/Brokerage (1)	_____	_____	_____	_____
Investment/Brokerage (2)	_____	_____	_____	_____

**AUTOMATIC PAYMENTS/TRANSFERS.** List all withdrawals from your account(s).

DEPOSIT TYPE	COMPANY/INSTITUTION NAME	ACCOUNT NUMBER	AMOUNT	DATE
Home/Auto Insurance	_____	_____	_____	_____
Life Insurance	_____	_____	_____	_____
Gas/Electric	_____	_____	_____	_____
Phone	_____	_____	_____	_____
Water	_____	_____	_____	_____
TV/Internet	_____	_____	_____	_____
Mortgage	_____	_____	_____	_____
Credit Card	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

### FORMER ACCOUNT ACTIVITY TRACKING

You will want to keep track of the activity on your old account. Make sure that all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared before closing the account — this should take approximately two weeks.

We are happy to assist you with making these changes. Please sign below to authorize us to communicate with these companies on your behalf.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_