



## **New Account Conversion Checklist**

Print out the following checklist and mark off items as you complete them.

- Make sure all checks have cleared on your old checking account.
- Make certain enough funds are available in your old account to cover any automatic payments that may yet need to be withdrawn.
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.
- Send written notice to your direct deposit vendors, such as: payroll, social security, CD interest payments, etc., of the change in your relationship. (See attached Direct Deposit Change Request Form.)
- Send written notice to your vendors who automatically take your payments from your checking account, such as: utility companies, insurance companies, internet service providers, banks, etc., that you are closing the account. (See attached Automatic Payment Transfer Letter.)
- Send written notice to your old financial institution that you are closing the account. (See attached Account Closing Request.)