



## Transaction Checklist

List all your automatic deposits and transfers to know which companies you need to make the switch with!  
We suggest you have a recent statement from your old financial institution on hand to be sure you don't miss anything.

### Direct Deposits

Deposit	Company/Institution Name	Account Number	Amount	Date	Updated
Payroll					
Social Security					
Pension/Retirement					
Investment/Brokerage					
Other					

### Automatic Payments/Transfers

Withdrawal	Company/Institution Name	Account Number	Amount	Date	Updated
Home/Auto Insurance					
Life Insurance					
Gas/Electric					
Phone					
TV/Internet					
Water					
Garbage					
Mortgage/Rent					
Credit Cards					
Subscriptions					
Other					

### Track Former Account Activity:

It is beneficial for you to keep track of the activity on your old account for at least a month before completely closing it. This is to ensure all checks, deposits, automatic payments, debit card transactions, and ATM withdrawals have all cleared. This will also allow you to be sure all your automatic deposits and transfers are switched to your new account.