New Account Conversion Checklist

Check the box next to the item you've completed and keep this checklist handy!

- ☐ Make sure all checks have cleared on your previous checking account.
- ☐ Make certain enough funds are available in your previous checking account to cover any automatic payments or checks that may still need to be withdrawn.
- ☐ Double check maturity dates if transferring a Share Certificate or Certificate of Deposit in order to avoid possible penalties.
- ☐ Send **written notice** to your direct deposit vendors (payroll, social security, share certificate interest payments, etc.) of the change in your relationship.*
- ☐ Send **written notice** to your vendors who automatically take payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are closing the account.*
- ☐ Send **written notice** to the financial institution that you are closing the account.*

* A form is available in this Switch Kit for this purpose.

240-436-4000 or toll-free 1-855-436-4100