

# Account Switch Checklist

This handy checklist will help you keep track of all the steps and information required to switch to your new First State Bank account. If you have any questions, please don't hesitate to contact your local First State Bank.

**Your First State Bank Account Number:** \_\_\_\_\_

**Your First State Bank Routing Number:** \_\_\_\_\_

Did you remember to :

- Open a First State Bank account.
- Stop using your old account.
- Use the Automatic Withdrawal Change Form to send written notice to your vendors who automatically take payments from your checking account.
- Use the Direct Deposit Change Form to send written notice to your direct deposit vendors.
- Make certain enough funds are available in your old account to cover any remaining automatic payments.
- Make sure all checks have cleared on your old account.
- Use the Close Account Form to send written notice to the financial institution that you are closing the account.
- Destroy old ATM cards, checks, deposit slips, etc.

**Direct Deposits:**

Company Name & Address	Date Mailed	Estimated Switch Date	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Automatic Payments:**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____