



# Switch Planner

Use this Planner to help monitor and track account transfers in progress while keeping your personal information organized.

\*Confirm that all automatic deductions and direct deposit requests have been completed prior to closing your existing/previous accounts. *Note: This may take 1-2 months to take effect.*

## Direct Deposit Form

Financial Institution	Account Number	Date Mailed	Follow Up Date/Action	Item Completed

## Automatic Payment Request

Payee	Account Number	Payment Date/Amount	Date Mailed	Follow Up Date/Action	Item Completed

## Overdraft Protection Closing & Payoff Request – Check Enclosed

Depositor	Account Number	Deposit Date/Amount	Date Mailed	Follow Up Date/Action	Item Completed

## Account Closure Request

Financial Institution	Account Number	Payoff Balance	Date Mailed	Follow Up Date/Action	Item Completed

*Notes:*

1. *Delay transmittal of Account Closure Request until successful transfer of direct deposits and automatic payments is confirmed.*
2. *During the transfer process, remember to maintain minimum balances in the accounts being closed in order to avoid service charges.*