

Transaction Checklist

Get Organized

DIRECT DEPOSITS: List all direct deposits to your account(s).

Deposit Type	Company/Institution Name	Account Number	Account	Date
Employer Payroll				
Social Security				
Pension/Retirement				
Investment/Brokerage				

AUTOMATIC PAYMENTS/TRANSFERS: List all withdrawals from your account(s).

Withdrawal Type	Company/Institution Name	Account Number	Account	Date
Home/Auto Insurance				
Life Insurance				
Gas/Electric				
Phone				
Water				
TV/Internet				
Mortgage				
Credit Card				

***Helpful Tip:** Gather your most recent statement from you old financial institution. You may even want a couple months worth. Include statements/information for utility payments, loan payments, health club memberships, etc.

Former Account Activity Tracking

You will want to keep track of the activity on your old account. Make sure that all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared before closing the account.



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