



Member FDIC

The bank that doesn't act like one.

Checklist



At BankAnnapolis, switching banks is as easy as counting to 5.

- 1** Simply provide us as much account information as possible about your automatic payments and deposits – the information can typically be found on past bank statements; on billing or premium notices; on policies or benefit statements; etc. We'll help by mailing signed authorizations, on your behalf, to the companies that are currently automatically debiting and/or crediting your account.
- 2** Maintain a balance in your old checking account to cover all automatic charges for two months. (Some companies may take longer than others to honor requests to switch automatic payments and deposits.)
- 3** Once you receive your new checks from BankAnnapolis, do not write any more checks on your old account.
- 4** Check your BankAnnapolis checking account statement to verify your automatic transfer and deposit requests have been changed over.
- 5** Once you are able to verify all changes have been made correctly, close your old checking account by following these guidelines:
 - a) Verify all outstanding checks have been paid.
 - b) Contact your former financial institution to advise them that you will be closing your account and to find out your closing balance on your old checking account. (You may have earned interest in the interim.)
 - c) Write a check on your old account for the final balance figure and deposit it into your BankAnnapolis checking account.
 - d) When you receive the final statement on your closed account, destroy all remaining blank checks for that account along with your AT or debit card. (This is a security measure for your protection.)