

# New Account Conversion Checklist

- *Account Closing Form*
- *Payroll Direct Deposit Authorization Form*
- *Automatic Withdrawal / Deposit Switch Form*
- *Account Balance Worksheet*

*You may check the boxes next to the items you have completed (if any) and then print out and keep this checklist handy. As you continue completing items, simply check off the boxes on your printed copy.*

- Make sure all checks have cleared on your checking account.
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.
- For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213 or by completing standard form 1199A Direct Deposit Sign-Up form.
- Set up direct deposit with your employer. Use Payroll Direct Deposit Authorization Form.
- Send written notice to your vendors who automatically take your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are closing the account and to begin using your new Tompkins Community Bank account to continue to generate automatic withdrawals.  
(Use Automatic Withdrawal/Deposit Switch form)
- Send written notice to the financial institution that you are closing the account. (Use Existing Account Closing Form)

**Call your Tompkins Community Bank office**

if you have any questions regarding your switch to Tompkins Community Bank.

**[www.TompkinsBank.com](http://www.TompkinsBank.com)**

*Print and retain this worksheet for your records.*