



Organizational Checklist

- Open an account with Central Bank

- Stop using your previous checking account. Allow time for any outstanding checks, final direct deposits and/or automatic withdrawals to clear, and make certain enough funds are available in your account to cover these transactions.

- Send written notice to your direct deposit vendor (payroll, social security, CD interest payments, etc.) of the change in your relationship.*

- Send written notice to your vendors who automatically take your payment from your checking account (utilities, insurance company, internet service providers, banks, etc) that you are closing your account with the current bank, and provide them with your new banking information.*

- Send a written notice to the financial institution that you are closing the account.*

*A form is available in this Switch Kit for this purpose.