

Switch your financial institution.

Use the checklist below to help make the move to your new financial institution.

Step 1: Open your new account.

- ☐ Basic personal information
- ☐ Government issued photo ID
- ☐ Social security number
- ☐ Any funds you'll need to make your initial deposit

Step 2: Make your list.

For a seamless transition, review at least three months of your previous statements or transaction history. Make a list of any automated transactions or banking services that you currently use.

This will include:

- | | |
|--|---|
| <input type="checkbox"/> Direct deposits | <input type="checkbox"/> Banking alerts |
| <input type="checkbox"/> Automated bill payments and subscriptions | <input type="checkbox"/> Mobile app |
| <input type="checkbox"/> Recurring transfers | <input type="checkbox"/> Paper checks |
| <input type="checkbox"/> Linked accounts | <input type="checkbox"/> Safe deposit box |

Notes: _____

Step 3: Begin moving items on your list.

- ☐ Keep funds in your old account to cover any transactions that haven't cleared
- ☐ Update your financial information for any direct deposits
- ☐ Reschedule automatic payments to your new financial institution

Check off any additional items from your list.

- ☐ Download your new financial institutions mobile app
- ☐ Sign up for online banking
- ☐ Rent a new safe deposit box

Update your account information with any service providers.

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Credit cards | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cable/Wi-Fi company | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Phone carrier | <input type="checkbox"/> _____ |

Step 4: Close your old account.

- ☐ Close your account at your old financial institution
- ☐ Get written confirmation that your accounts are closed

Visit laketrust.org/SwitchFI to learn more.