

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- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.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 VIST 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 VIST Bank office

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

VISTBank.com

Print and retain this worksheet for your records.

Bala Cynwyd 610-668-1658	Bern Township 610-926-7632	Birdsboro 610-582-7036
Blandon 610-926-2111	Blue Bell 610-279-1991	Boyertown 610-367-0140
Breezy Corner 610-944-9650	Conshohocken 610-834-1999	Exeter 610-406-9200
Fox Chase 215-722-4566	Hamburg 610-562-3277	Leesport 610-926-2002
Northeast Reading 610-921-9267	Oaks 610-666-6848	Pottstown 484-941-0300
Sinking Springs 610-670-5962	Schuylkill Haven 570-385-6890	Wayne 610-688-4999
Wyomissing 610-372-8877		