



SWITCHKIT CHECKLIST

Thank you for opening your CommunityAmerica checking account! As you switch your direct deposits and automatic payments to your new account, use this checklist to keep track of your progress.

Your CommunityAmerica Checking Account Information

Account Number: _____ **Routing & Transit Number (ABA):** 301081508

- Switch your Direct Deposits / Automatic Payments to your new CommunityAmerica Checking Account.**
 - Determine the companies that automatically deposit into / withdrawal from your previous checking account.
 - Notify these companies of your new checking account information. Notification can usually be handled via phone, company website or mail. You can use the **Automatic Deposit/Payment Transfer Form** to easily change your checking account information.
 - This is also a great time to set up new Direct Deposit and Automatic Payments.

Direct Deposit / Automatic Payment Checklist

	COMPANY NAME	PHONE	ACCOUNT NUMBER	NOTES	SWITCHED
Direct Deposits					
Employer					
Employer					
Retirement/Pension					
Social Security Admin.		800-722-1213			
Automatic Payments					
Auto Insurance					
Brokerage Account					
Cable/Satellite					
Cell Phone					
Credit Card					
Electric					
Gas					
Gym Membership					
Home Phone					
Life Insurance					
Loan					
Mortgage					
Trash					
Water/Sewer					

- Close your old checking account.**
Be sure to keep you old checking account active with sufficient funds to cover any outstanding transactions, checks and automatic payments. Once all items have cleared, contact your old financial institution and request that they close your account and send you the remaining balance.
- Destroy your old checks and ATM/debit card(s).**
You can bring your old checks and ATM/debit card(s) to any CommunityAmerica branch and we will destroy them securely.

We will send you a confirmation letter when all of your automatic deposits and withdrawals listed above have been successfully switched to your CommunityAmerica checking account. If you need assistance or have any questions about switching, please contact CommunityAmerica at 913.905-7000 ext. 2015.