

This checklist will help you through each step of the process.

Transfer Direct Deposit:

Simply complete the Direct Deposit Change Notice and print out 2 copies. Mail one to each company that is automatically depositing into your existing account and keep one for your records. Track this step by listing the companies below:

Company:	Date Mailed:	Date Confirmed:

Transfer Automatic Payments to Metro

Simply complete the Automatic Payment Change Notice and print out 2 copies. Mail one to each company that is automatically withdrawing payments from your existing account and keep one for your records. Track this step by listing the companies below:

Company:	Date Mailed:	Date Confirmed:

Close Your Old Accounts

Once your direct deposit and/or automatic payments start coming into your new Metro account **AND** you know all of your checks have cleared your old account, complete and mail the Checking Account Closure Notice to your previous financial institution(s). Track this step by listing the financial institutions below:

Financial Institution:	Date Mailed:	Date Confirmed: