



Always in your best interest.

Transition Checklist

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- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.
- Send written notice to your direct deposit vendors (payroll, social security*, dividend or interest payments, etc.) of the changes in your relationship. (Use Direct Deposit Authorization Form)
*For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213.
- 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. (Use Automatic Payment Switch Form)
- Send notification of new account information to vendors who you want to continue to generate automatic withdrawals instead of paying by Bill Pay; or use this notification to start a new automatic payment with a vendor. (Use Automatic Payment Switch Form)
- Send written notice to the financial institution that you are closing the account. (Use Existing Account Closing Form)

For our Commercial Clients, be sure to meet with your Transition Specialist to insure Internet Banking, Wires, ACH or any other services are transitioned smoothly. We will be happy to create any templates needed for your services.

Call 757-648-1700 if you have any questions regarding your "Transition" to Heritage Bank.

www.heritagebankva.com

Member FDIC