

# SWITCH KIT

## AUTOMATIC WITHDRAWAL CHECKLIST

Use this checklist to organize the automatic withdrawal/payment authorizations that must be updated when switching banks.

Type	✓	Withdrawal Type	Company	Account #	Contact Information
Auto Insurance					
Auto Loan					
Cable/Satellite/Internet					
Charities/Tithe					
Child Care					
Credit Card Payment					
Electric					
Fitness/Other Club Memberships					
Gas					
Health Insurance					
Home Owner's Insurance					
Investments					
Life Insurance					
Mobile Phone					
Mortgage/Rent					
Property Taxes					
Subscriptions 1 (e.g., Audio, Newspaper, Magazine, Books, Streaming TV, Delivery Services)					
Subscriptions 2					
Subscriptions 3					
Home Telephone					
Trash/Recycling					
Tuition					
Water/Sewer					



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## TRANSFER TIPS

The amount of time it takes to transfer an automatic payment or deposit varies, depending on the transaction type. For planning, use the following as a basic guide.

### AUTOMATIC DEPOSITS

<b>Payroll</b>	<b>14-60 days</b>
<b>Pension</b>	<b>60-90 days</b>
<b>Social Security</b>	<b>30-60 days</b>

### AUTOMATIC PAYMENTS

<b>Mortgage</b>	<b>30-60 days</b>
<b>Installment Loans</b>	<b>30-60 days</b>
<b>Auto</b>	<b>30-60 days</b>
<b>Insurance</b>	<b>30-60 days</b>
<b>Utilities</b>	<b>30-60 days</b>
<b>Cable/Internet</b>	<b>30-60 days</b>
<b>Membership Dues</b>	<b>30-60 days</b>

### OTHER AUTOMATIC TRANSFERS TO CONSIDER:

**Child Support Payments**

**Tax Payments**

**Automatic Transfers to Savings/IRA's from Existing Account(s)**

