

# Switch Kit Worksheet

This worksheet is designed for your internal use to track the information you need to close your old account(s), transfer direct deposits and switch automatic payments/withdrawals to your new HCB account.

**Important:** Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may not be a secure form of communication.

## Your new HCB checking account information

New HCB account number	
New HCB routing number	072402869
New HCB debit card number	

## Direct Deposits to your account

Company	Account Number	Next Scheduled Payment	Amount	Date Notified	Payment Date to HCB Account

## Automatic Payments or Authorized Withdrawals from your account

Company	Account Number	Next Scheduled Payment	Amount	Date Notified	Payment Method

## Outstanding checks to clear from old account

Check Payable To	Amount	Date Check Written	Date Check Cleared

## Old account(s) to close

Before you close your old account(s), allow time for outstanding checks, debit card purchases and automatic payments to clear. This may take a few business days, or possibly a few months. Check your account statement(s) to make sure that all items have cleared before you close.

Bank Name	Routing Number (nine digits)	Account Type	Account Number	Date Closed

