

## ACCOUNT TRANSFER WORKSHEET



This convenient worksheet will help you keep track of your accounts — with all the information you need in one place.

### Account Closure Request

Account Number	Account Name/Bank Name	Completed

### Automatic Debit (Automatic Deposits)

Institution's Name/Account Number	Frequency	Amount	Completed

### Automatic Credits (Automatic Payments)

Institution's Name/Account Number	Frequency	Amount	Completed

### Payroll Processor Notification

Institution's Name/Account Number	Frequency	Amount	Completed

### Merchant Processing

Institution's Name/Account Number	Date of Reimbursement	Automatic Payment Transfer Completion Date