

# AUTOMATIC PAYMENT CHECKLIST



To avoid missing an important payment, you'll want to switch automatic payments (set up to charge your checking, savings, or debit/credit card) to your new checking account. Use this checklist to help track what payments you have authorized.

This is also a good time to review your last few account statements to complete your list of authorized automatic payments. If you'd like assistance with this process, feel free to schedule an appointment to sit down with one of our Member Service Representatives.

**Tip:** Don't forget those annual payments! Annual payments may not appear on your most recent statement; we recommend a review of the past 12 months of statements to ensure all necessary payments get transferred to your new account.

## Online Bill Payments:

If you are using an online bill payment service, don't forget to print a list of your current Payees (and your payment history). ACCU's Bill Pay service through Online Banking can handle all of your recurring and one-time online bill payment and account transfer needs.

## Notifying Payees:

There may be several ways to notify your payees that you have a new account.

- Most of your payees have a form included with the monthly statement for you to enter your new account information.
- Many payees provide a customer service number and allow you to provide your new account information by telephone.
- Many local utilities and vendors have websites available for you to enter your new account information.
- In case you need it, we've also provided an [Automatic Payment Authorization Form](#) that you can send to your payees to notify them that you have changed financial institutions.

## CHECKLIST FOR AUTOMATIC PAYMENTS

Here's a quick checklist of some common automatic payment sources to help you remember to inform the payee about your new account:

- |   |   |
|---|---|
| <input type="checkbox"/> Electric Company         | <input type="checkbox"/> Credit Card: _____           |
| <input type="checkbox"/> Gas Company              | <input type="checkbox"/> Department Store Card: _____ |
| <input type="checkbox"/> Water Company            |   |
| <input type="checkbox"/> Telephone Provider       | <input type="checkbox"/> Home/Rental Insurance        |
| <input type="checkbox"/> Cell Phone Provider      | <input type="checkbox"/> Auto Insurance               |
| <input type="checkbox"/> Cable Service            | <input type="checkbox"/> Life/Health Insurance        |
| <input type="checkbox"/> Mortgage or Rent Payment | <input type="checkbox"/> Charitable Donations         |
| <input type="checkbox"/> Car Loan or Lease        | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Other Loans: _____       | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Credit Card: _____       | <input type="checkbox"/> Other: _____                 |