

**Main Office** 100 East Main Street P.O. Box 329 McConnelsville, OH 43756

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## **Transaction Checklist**

Collect the most recent statements from your previous financial institution, and if applicable, gather statements or invoices for utilities, loan payments, memberships, and anything else you set up with your previous account.

**Direct Deposits:** List all current direct deposits to your account(s), such as from employer payroll, social security income, pension/retirement, investment/brokerage, etc.

Deposit Type	Company/Institution	<b>Account Number</b>	Amount	Date

Automatic Payments/Transfers: List all current withdrawals from your account(s), such as home or vehicle insurance, life insurance, utilities like gas, electricity, or water, phone, TV, internet, or loan payments for your mortgage, vehicles, credit cards, subscriptions, memberships, etc.

Deposit Type	Company/Institution	<b>Account Number</b>	Amount	Date

Account Activity Tracking: You will need to keep track of the activity on your old account to make sure all deposits, checks, automatic payments, debit card transactions, ATM withdrawals, and transfers have cleared before closing the account.