



# ACNB Bank Checklist

Thank you for choosing ACNB Bank. For your convenience, you'll find forms to switch your automatic payments and any direct deposits you may have, as well as a form to close your old account. Feel free to make copies of each form as needed. A tracking form is provided to keep up-to-date on the status of the transactions you're switching. Plus, below is a checklist to help you make the switch.

- Make certain that enough funds are available in your former account for outstanding checks, automatic payments, or other transactions.
- Make sure all checks and automatic payments have cleared or been posted to your former account.
- Send the Direct Deposit Authorization Form to any company in which you have set up a recurring direct deposit, such as a paycheck, dividends, and/or interest income from CDs or investments.
  - Switching these transactions should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your new ACNB Bank account. If you don't see the deposit after three deposit periods, please contact the company.
  - Please note that some companies require a special form to change direct deposits. You may wish to contact the company directly to see if another form is needed.
- Send the Automatic Payment Authorization Form to companies whom you want to continue deducting automatic payments or withdrawals on a regular basis.
  - Switching automatic payments or withdrawals should take effect within two payment periods. Keep your former account open until all automatic payments and withdrawals have been switched to your new ACNB Bank account. If you don't see the payment or withdrawal after two payment periods, please contact the company.
  - Please note that some companies require a special form to change automatic payments. You may wish to contact the organization directly to see if another form is needed.
- Once all checks, automatic payments, direct deposits and other transactions have cleared or been posted to your account, you may use the Account Closing Form to close your account.