



Account Switch Worksheet

This worksheet helps simplify the process of switching your business accounts by laying out the steps and information for transferring recurring payments, notifying important vendors & service partners, and closing your old accounts.

Protect Your Data: When using this sheet, it's important to keep any sensitive account information secure. Use caution if sending this sheet to anyone via email, as this method of communication may not be secure. Be sure to keep any printed copies in a safe place as well. Once your switch is complete, consider shredding this sheet.

Your New WeStreet Business Checking Account Information

Your WeStreet account number: _____

Your WeStreet routing number: _____

Your WeStreet business debit card number: _____

Recurring Incoming Payments

If you receive incoming payments to your old account, notify your payers of your new account information.

Company / Payer	Account Number	Next Payment Scheduled	Amount	Payer Notified Date	Date of First Payment to WeStreet Account

Recurring Outgoing Payments

If you have outgoing payments from your old account, notify your payees to expect payments from your new account.

Company / Payer	Account Number	Next Payment Scheduled	Amount	Payer Notified Date	Date of First Payment to WeStreet Account

Merchant Services Provider(s)

Ensure that your merchant services provider will send deposits to your new WeStreet account by notifying them of your new information.

Merchant Services Processor	Date Notified	Status

Other Vendors or Service Providers

Be sure to notify relevant professional services or vendor partners of your transition: accountants, attorneys, insurance providers, etc.

Vendor/Service Provider	Date	Status

Outstanding Checks to Clear From Old Account

Check payable to Amount Bank/Account the check was written from Date check cleared.

Check Payable To	Amount	Associated Bank/ Account	Check Cleared Date

Close Old Accounts

Old account(s) to close Before you close your old account(s), allow time for outstanding checks, debit card purchases and recurring 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/Credit Union	Routing Number	Next Payment Scheduled	Account Type	Account Number	Date Closed

Helpful Forms for Switching

These templates make it easy to notify all parties of that you are switching accounts and give each one the information needed to shift transactions to your new WeStreet accounts.

- Cancel Automatic Payment Request
- Request to Switch an Automatic Payment
- Financial Institution Notification
- Request to Close Account(s)

Cancel Automatic Payment Request

[Addressee Business]

[Street Address]

[City, State, Zip]

RE: CANCELTION OF AUTOMATIC PAYMENT

Account Number: _____

I am withdrawing my authorization for you to deduct any automatic payments that are currently set up for the account number above.

Please change your records, effective immediately, so that my electronic payments to you are stopped from the account below:

Bank Name: _____

Account Number: _____

Routing Number: _____

Payment Amount: _____

If you have any questions regarding this request, please contact me at the phone number below.

[Insert Your Contact Phone Number]

Thank you for your assistance.

Sincerely,

[Business Owner Name]

Request to Switch an Automatic Payment

[Addressee Business]

[Street Address]

[City, State, Zip]

RE: BANK CHANGE FOR AUTOMATIC PAYMENTS

I currently have my electronic payment(s) deducted from the following account:

Bank Name: _____

Account Number: _____

Routing Number: _____

Effective immediately, I am requesting that you change your records so that my electronic payment(s) are now deducted from my WeStreet account.

Bank Name: _____

Account Number: _____

Routing Number: _____

Payment Amount: _____

If you have any questions related to this request, please contact me using the below phone number.

[Insert Your Contact Phone Number]

Thank you for your assistance.

Sincerely,

[Business Owner Name]

Financial Institution Notification

[Addressee Business]

[Street Address]

[City, State, Zip]

RE: BUSINESS CHECKING ACCOUNT CHANGE NOTIFICATION

I am writing to notify you of the company's recent transition to WeStreet Federal Credit Union. Effective immediately, please update your records that all activities should now be directed to our new WeStreet account.

Bank Name: _____

Street Address: _____

City, State & Zip Code: _____

Previous Account Details:

Bank Name: _____

Account Number: _____

Routing Number: _____

New Account Details:

Bank Name: _____

Account Number: _____

Routing Number: _____

If you have any questions related to this request, please contact me using the below phone number.

[Insert Your Contact Phone Number]

Thank you for your assistance.

Sincerely,

[Business Owner Name]

Request to Close Account(s)

[Addressee Business]

[Street Address]

[City, State, Zip]

From:

RE: Request to Close Accounts Effective [Insert Account Close Date]

This letter constitutes my authorization in writing to close the following account(s) at your financial institution. All of my transactions have cleared, and I have stopped all automatic debits and credits to my account

Please close the following account(s):

Checking Account #: _____

Authorized Signer: _____

Authorized Signer: _____

Checking Account #: _____

Authorized Signer: _____

Authorized Signer: _____

Checking Account #: _____

Authorized Signer: _____

Authorized Signer: _____

Savings / Money Market Account #: _____

Authorized Signer: _____

Authorized Signer: _____

If there are any remaining balances in these accounts, please issue a check for the combined amount and send to my attention at the following address:

[Contact Name]

[Street Address]

[City, State, Zip]

Thank you for your prompt attention in this matter.

Sincerely

[Business Owner Name]