



# Business Account Transition Checklist

Use this checklist to keep track of your status in the process of transitioning your account to WeStreet Credit Union. Remember, this form is for your own use only—be sure that it is stored securely and not transmitted without your knowledge.

## WeStreet Account Setup

- Open WeStreet Business Checking Account
- Sign Up for Business Online Banking
- Sign Up for Business Mobile Banking
- Sign Up for Business Mobile Deposit
- Order Checks (ask us how to get your first box FREE)
- Order Deposit Materials (deposit slips, deposit bags, etc.)
- Activate Business Debit Card

## Account Transfer Process

- Automatic deposit companies switched
- Automatic debit companies switched
- Payroll account switched
- Merchant services account switched
- Financial services providers switched
- Key consultants notified
- All checks/pending transactions cleared
- Old account closed
- Checks, ATM/debit cards destroyed
- Account Transition Complete!