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HOW TO

Switch

WITH

EASE

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Open & activate your new account.

We're only mentioning this again because having online banking, a debit card and the mobile app will make switching that much easier.



Create a list of monthly payment and commitment amounts to transfer automatic payments.

By going through your payment history (as far back as a year) you can identify automatic payments and deposits that need to be transferred to your new account. This list usually includes:

- Home, auto and other loans
- Insurance including home, auto, life and rent
- Utilities, cable and phone
- Entertainment, memberships and subscriptions
- Software or cloud services
- Investments and social security
- Online store accounts like Amazon or iTunes
- Payment services like PayPal



Transfer funds.

You'll want enough money to start using your account. However, keep enough funds in both accounts during the transition period to make sure all recurring payments are accounted for.



Update your paycheck deposit.

Have your employer deposit income into your new account. Be sure to ask when you can expect the change to be made as you'll need to coordinate paychecks with automatic payment updates.



Schedule time for updating automatic payments.

Now that you've made a list of automatic payments to update and have redirected your paycheck, it's time to transfer and update automatic payments to your new account. It's important to set aside time to get through all the changes. This is also a good time to review and coordinate paycheck deposits with payments for more efficiency and peace of mind.



Leave your other account open.

For at least a couple of months, that is. If you forgot to update a payment (there's usually one or two), this ensures all bills are paid.



Finally, transfer remaining funds and close.

Funds can be withdrawn and moved in a variety of ways (for example a cashier's check). Also, let the bank know that you're officially closing the account. This way they'll stop charging any fees and sending statements.

With these simple actions, you'll be using your new account to its full capabilities. And FNBO will be by your side for the next steps of your financial journey.

To view the Getting Started Checklist, visit fnbo.com/welcome. It's also available for download.

