

PAYROLL/DIRECT DEPOSITS & AUTOMATIC PAYMENTS

This tool is to help you keep track of the automatic transactions that you will be switching to Cleveland State Bank.

List all companies with payroll/direct deposits and automatic payments

Use your previous bank statements and this helpful checklist to identify the direct/payroll deposit(s) and automatic payment(s) you will need to switch to your new account at Cleveland State Bank.

Payroll/Direct Deposits

Company Name	Deposit Amount	Frequency

Automatic Payments

Company Name	Deposit Amount	Frequency

Track previous bank activity

You will want to track activity and be sure everything has cleared and transferred to your new account at Cleveland State Bank before closing your account at the other financial institution.