

Direct Deposit & Automatic Payment Checklist

Automatic Payments Checklist

Payment	Company	Account #	Date of Payment	Letter Sent
Mortgage/Rent				
Auto Loans				
Insurance:				
Life				
Home Owner's				
Car				
Pet				
Other				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Internet				
Telephone				
Cell Phone				
Water/Sewer				
Garbage				
Health Club				
Investments				
IRA/ Retirement				
Charities				
Daycare				
Other				

Automatic Deposit Checklist

Payment	Company	Account #	Date of Deposit	Letter Sent
Employee Payroll				
Pension(s)				
Retirement Plans				
Social Security				
Investment				
Incomes				
Other				

Don't forget to destroy

- Old Checks
- Debit Cards
- Deposit Slips

Don't forget to switch your Online Bill Payees

