

Transfer Checklist

Use this checklist to keep a record of each step in your account transfer as you complete it. That way you can make sure everything happens in the right order and on time.

1 Bank/Building Society Enquiry

Date sent	Date received	Completed (tick)
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2 Salary/Pension Transfer Instruction

Date sent	Date of transfer	Completed (tick)
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3 Direct Payment Instruction

Name	Date sent	Date of transfer	Completed (tick)

4 Direct Debit Instruction Requests (If you have more than 10, please continue overleaf).

Name of Organisation	Date Sent	Date Received	Date Returned	Date of Transfer	Completed (tick)

Note: You will need to ensure that there is enough money in your existing account to cover any of the above if a payment is due before the effective date of transfer you have chosen.

5 Request to set up Standing Orders

Date sent	Completed (tick)
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6 Standing Order/Direct Debit Cancellation

Date sent	Completed (tick)
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7 Request to Close Your Account

Date sent	Date account closed	Completed (tick)
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