



## Make It Easy to Make a Switch

### *Checklist for Opening a New Checking Account*

#### Questions to Ask a Banking Representative

- What checking account options do you offer?
- Are there monthly account fees?
- If so, what is the minimum balance required to avoid monthly account fees?
- What is needed to set up direct deposit?
- Where can I find branches and ATMs near me?
- Should I be prepared for ATM fees?
- Do your checking accounts offer online bill pay and are there any costs associated with using it?
- What features are in place to help me avoid overdraft fees?
- Do you offer Identity Theft Protection and what are the fees associated with it?
- Can I receive notifications about my checking account, such as low balance alerts?

#### Tips to Manage Your Old Checking Account

1. Switch checking accounts when you find the account that fits your lifestyle, whether it's for interest rates or no maintenance fees
2. Keep both checking accounts (your old and new one) open and funded at the same time for at least a month to help you spot any payments you may have forgotten about and ensure you pay all bills
3. Protect yourself from overdraft fees and bounced payments by accounting for both monthly expenses and irregular expenses such as Amazon, Uber, and PayPal or annual expenses like insurance payments
4. Notify your employer of any new direct deposit information once you have your new account and routing number

#### Information Needed to Open a Checking Account

1. Primary form of identification (i.e. driver's license, state-issued I.D., or passport)
2. Secondary form of identification (i.e. Social Security card, student I.D., voter's registration card, recent bill with your name and address, or birth certificate)
3. Your Social Security number or Individual Taxpayer Identification Number (ITIN)
4. Funds to open the account - typically between \$25 and \$100