

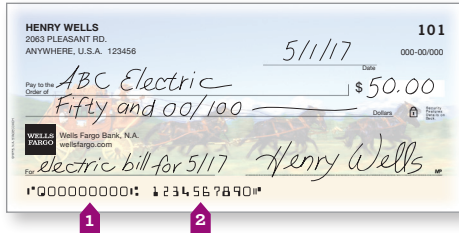


# Switch to Wells Fargo Organizer

Your banker can also assist you with convenient ways to deposit money to your new account.

Use this checklist to organize and track the changing of your direct deposit, other automatic deposits, and any recurring payments to your new Wells Fargo checking account.

## Important information you'll need to make the switch to our new checking account:



- 1 Bank routing transit number (RTN):** This is the nine-digit number on the bottom left-hand corner of your checks, to the left of your account number.
- 2 Account number:** This 10 - 13 digit number is unique to your account. You will need it to set up direct deposit.
  - You can also find this information on your account opening documents or account statement.

### 1. Switch your direct deposit and other automatic deposits

Contact your employer or payer to switch direct deposits to your new account. You'll need your account number and routing number. Some companies also require a voided check. Don't forget to switch other automatic deposits such as automatic transfers from other accounts or employer expense reimbursements.

- Direct deposit #1 source: \_\_\_\_\_
- Direct deposit #2 source: \_\_\_\_\_
- Other automatic source: \_\_\_\_\_

### 2. Transfer recurring payments from your account

- Transfer payments that are automatically deducted from your account by contacting your service providers to give them your new account number or debit card number. Use the list below to keep track of the next scheduled payment date and when you have finished setting up the new payment.
- For bills that are not deducted from your account on a recurring basis, pay your bills with Wells Fargo Bill Pay. Visit [wellsfargo.com/billpay](https://wellsfargo.com/billpay) for more information and to sign up.

	Due date	Notes		Due date	Notes
<input type="checkbox"/> Auto loan	_____	_____	<input type="checkbox"/> Internet	_____	_____
<input type="checkbox"/> Cable	_____	_____	<input type="checkbox"/> Insurance	_____	_____
<input type="checkbox"/> Cell phone	_____	_____	<input type="checkbox"/> Telephone	_____	_____
<input type="checkbox"/> Credit card	_____	_____	<input type="checkbox"/> Mortgage/Rent	_____	_____
<input type="checkbox"/> Electric	_____	_____	<input type="checkbox"/> PayPal®	_____	_____
<input type="checkbox"/> Garbage	_____	_____	<input type="checkbox"/> Water	_____	_____
<input type="checkbox"/> Gas	_____	_____	<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Health club	_____	_____	<input type="checkbox"/> Other	_____	_____

### 3. Close your old account:

After you ensure all checks you had written have cleared, close your old account and have the remaining balance sent to you or transferred to your new Wells Fargo account. Fees may apply for incoming transfers.<sup>1</sup>

- Check # \_\_\_\_\_ Check payee \_\_\_\_\_ \$ Amount \_\_\_\_\_ Date cleared \_\_\_\_\_
- Check # \_\_\_\_\_ Check payee \_\_\_\_\_ \$ Amount \_\_\_\_\_ Date cleared \_\_\_\_\_
- Check # \_\_\_\_\_ Check payee \_\_\_\_\_ \$ Amount \_\_\_\_\_ Date cleared \_\_\_\_\_
- Check # \_\_\_\_\_ Check payee \_\_\_\_\_ \$ Amount \_\_\_\_\_ Date cleared \_\_\_\_\_

For questions, talk to a Wells Fargo banker at any of our approximately 6,000 branches or call us 24/7 at **1-800-TO-WELLS (1-800-869-3557)**.

Together we'll go far

1. Depending on mode of funds transfer, fees may apply for incoming transfers.  
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