

BAC Community Bank

Personal Account: Automatic Payments Worksheet

Use the Automatic Payments Checklist on the first page of this section of your Switch Kit and copies of this worksheet to record information for companies that will be making automatic deductions from your new BAC Community Bank account.

NOTE: Consider how you make payments now and whether there are other regular payments that you could make using your BAC Online Bill Pay, Consumer Debit Card, or other automatic payments instead of writing checks.

Mark the entry as “complete” after confirming the first payment has been successfully made to this payee.

Payment	Company / Phone	Account Number	Amount	Payment Date	Payment Method*	Date Contacted	Follow-Up Date	Switch Confirmed
Example - Automobile Lease	Smith Auto Sales / 209-555-5555	1234567890	\$498.50	24 th of month	Online Bill Pay	N/A	N/A	1/25/20
NOTES								

Payment Set-Up

To switch each payment, contact the companies you want to make payments to and provide them with your new information. This may be done by using the sample letter in this kit, by telephone, or online using the company’s website.

If you are switching to a Bill Payment or Debit Card payment option, make sure the company cancels any other automatic payment set up.

*Automatic electronic payments can be made by the following methods:

- **Online Bill Pay** – Log on to Mobile Banking or Online Banking at www.bankbac.com and set up the Payee. Then schedule payments.
- **Zelle®** – Log on to Mobile Banking or Online Banking and enable Zelle through Bill Pay to send money to people you know instead of using Venmo, Paypal, Popmoney, or other person-to-person (P2P) payment services.
- **Debit Card** – Contact the company you want to pay and provide them your BAC Consumer Debit Card information.
- **ACH** – Contact the company you want to pay and provide them your BAC Consumer Checking account information.

Please make sure that all automatic payment and direct deposit requests have been processed prior to closing your old account. When initiated outside of BAC Online Bill Pay, this process can take 1-2 months to take effect.

