BAC Community Bank

Personal Account: Incoming Deposits Worksheet

Use the Incoming Deposits Checklist and copies of this worksheet to record information for companies that will be making automatic deposits into your new BAC Community Bank account.

Mark the entry as “complete” after confirming the first deposit has been successfully received from this payee.

Deposits	Company / Phone	Account Number	Amount	Deposit Date	Date Mailed or Contacted	Follow-Up Date	Switch Confirmed
Example – Acme Payroll	Acme Corporation / 209-555-5555	Employee # 123456	Varies	1st & 15th	11/3/19	12/19/19	1/17/20

DEPOSITS

NOTES

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.

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