Easy SwitchKit

Automatic Transaction Checklist

Use this form to gather all of your payment and deposit information in one place for easy reference and tracking.

Automatic Withdrawals and Bill Payments

Payment	Company	Mailing Address & Phone Number	Account Number	Amount	Date of Payment	Switched to GSB
Mortgage/Rent						☐
Auto Loan #1						☐
Auto Loan #2						☐
Car Insurance						☐
Home Insurance						☐
Credit Card #1						☐
Credit Card #2						☐
Credit Card #3						☐
Credit Card #4						☐
Gas/Oil						☐
Electric						☐
Television						☐
Home Telephone						☐
Cell Phone						☐
Internet						☐
Water						☐
Trash Removal						☐
Health Club						☐
Education						☐
IRA/Retirement						☐
Other						☐

Direct Deposits

Payment	Company	Mailing Address & Phone Number	Account Number	Amount	Date of Payment	Switched to GSB
Payroll #1						☐
Payroll #2						☐
Retirement #1						☐
Retirement #1						☐
Social Security #1						☐
Social Security #2						☐
Investments						☐
Other						☐

Social Security/SSI: (800) 772-1213 or www.ssa.gov

Department of Veterans Affairs: (800) 827-1000 or www.va.gov