

Payment & Outstanding Items Worksheet

Use this worksheet to keep track of the information needed to switch automatic and bill pay payments to your Keen Bank account. At your convenience, you may also use this worksheet to track outstanding checks on your former bank account or outstanding debit card transactions to ensure they clear before closing the account.

This may include mortgage payments or rent, utilities, cell phone, credit cards, car/auto payments, student loans, streaming services, gym memberships and other transactions, such as transfers to externally linked deposit accounts, retirement accounts and investment accounts.

It is also recommended that you note all websites that are linked to your former bank account. For example, if you use a mobile wallet app online, you'll need to update your bank account or debit card information once your new Keen Bank account is open.

Your new Keen Bank account number: Keen Bank routing number: 091901561

AUTOMATIC PAYMENTS						
Company Name	Account Number or Employee ID	Website or Email	Amount	Date Request Was Sent	Estimated Switch Date	Completed (Payment moved to Keen Bank)