



**Small Business
Organizer**

Use this worksheet to keep track of the information you need to switch all payments and deposits to your new Penn Community Bank business account.

This form does not need to be submitted, it is for your personal records.

Bank Accounts to Close:

Bank Name	Routing Number	Account Type (DDA, SAV, etc.)	Account Number	Complete (✓)

Outstanding checks waiting to clear:

Payable to	Amount	Account Number	Cleared (✓)

Automatic Payments to Switch:

Company Name	Date Withdrawn from Account	Amount	Date Submitted for Change	Complete (✓)

Payroll Funding Accounts to Switch:

Provider Name	Account Number	Date Submitted for Change	Complete (✓)

Merchant Transaction Accounts to Switch:

Provider Name	Account Number	Date Submitted for Change	Complete (✓)

Overall Accounts Worksheet:

Check if Payment Applies	Type of Payment or Transfer	Billor or Provider Name	Current Payment Method (Check/Automatic Debit/Check Card/Bank Bill Pay/Biller Website)	Desired Payment Method from Penn Community Bank account (Check/Automatic Debit/Check Card/Bank Bill Pay/Biller Website)	Status of New Set-Up
	Mortgage/Rent				
	Auto Loan/Lease				
	Insurance (auto, home, life, etc.)				
	Electric				
	Gas/Oil				
	Water				
	Telephone				
	Cellular Phone				
	Cable/Satellite				
	Internet Provider				
	Health Club Membership				
	Auto Club Membership				
	Transportation or Parking				
	Loans (student, personal, etc.)				
	Major Credit Cards				
	Department Store Credit Cards				
	Savings/IRA/529 Investments				

If you have any questions, please visit your local branch and speak with a representative or contact Customer Service at 215-788-1234

