

- Ensure that all checks and automatic deposits/withdrawals have cleared on your checking account before closing the account.

- Ensure that enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.

- Send written notice to your vendors who automatically take payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) or who make deposits into your checking account (investment companies, vendors, etc.) to inform them that you are switching the account. [Click here for the Automatic Payment/Deposit Switch Form.](#)

- Send a notification of your new account information to vendors who want you to continue to generate automatic withdrawals. Or use this notification to start a new automatic payment with a vendor. [Click here for the Automatic Payment/Deposit Switch Form.](#)

- Send written notice to the financial institution that you are closing the account. (Note: For checking accounts, some banks may charge a fee for the disbursement of remaining funds in the account. To avoid this fee, write a check for the remaining balance and deposit it into your new American Savings Bank Business account.) [Click here for the Account Closing Form.](#)

- Call 808-627-6900 or 1-800-272-2566 from the Mainland and Neighbor Islands if you have any questions regarding your American Savings Bank Business account.