



Event Schedule & Checklists

Staff Member: _____

Member Name: _____ Account Number: _____

Phone Number: _____ Time To Contact: _____

Fill in dates below for current month and the next two months. Indicate Account Opening Date and expected dates that debits and credits will post against the new Telhio account, using the timetable on the overview page. Validate transactions are switching as planned.

Month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Telhio Checklist

- Review member information and help to calculate Amount to Transfer on Worksheet.

Member Checklist

- Write a check to open a new Checking Account.
- Reconcile and balance previous account for any outstanding transactions.
- Maintain sufficient funds in both old and new accounts.