

Professional Account closure checklist: Have you thought of everything?

1. Redirect incoming cash via the relevant organization:

- Inform your clients for invoice payment
- Tenants (redirection of rent received)
- CNS - reimbursement
- VAT reimbursement
- Tax authorities
- Tax authorities reimbursement
- ...

2. Redirect outgoing cash/payments:

- Standing orders:** delete at ING and reinstate at your new bank.
 - You can find your standing orders via "Planned transfers" on My ING / My ING Pro.
 - Select the standing order, note the details and delete it by clicking on the button at the bottom of the screen.
- Direct debits:** when using the bank mobility service you can ask your new bank to help you. You can also contact your providers directly to adapt your direct debit with them.
 - You can find your direct debits via "Planned transfers" on My ING / My ING Pro.
 - Typical direct debits (non-exhaustive list)
 - Insurance
 - Tax
 - Gas / Electricity
 - Leasing / loans
 - Telecom
 - ...
- Future transfers:** delete at ING and reinstate at your new bank.
 - You can find your future transfers via "Planned transfers" on My ING / My ING Pro.
 - Select the transfer, note the details and delete it by clicking on the button at the bottom of the screen.
- Recurring payments via your credit cards:** Please enter a new credit card on the relevant platform, such as:
 - Online retailers
 - Subscriptions / Licences
 - ...