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How To Change the Deposit Destination for Payments Received from Checkbook.io

If you need to change the deposit destination of the funds received from Checkbook.io. Here's how.



Written by Samuel

Updated over 3 weeks ago

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Overview

Checkbook.io payments from your property manager will normally be automatically deposited into the bank account you initially set up. If you need to change the bank account where the funds are deposited, you can by following the steps below.


The Steps

1. When you receive the email, you'll see a section on the email that reads: **"No further action is required on your part. If you view the payment details or change your deposit destination, click here."**



Company name

sent you a payment for \$100.00

	Company name 123 Sesame Street New York, NY 10001	005006
One hundred and 00/100 dollars ***		DATE: Aug 28, 2023 VOID AFTER 90 DAYS
PAY TO THE ORDER OF: checkbooks bs ooga booga		AMOUNT: \$100.00
MEMO:		<u>Joseph Bonner</u> AUTHORIZED SIGNATURE

The funds will be automatically deposited to your ACME FEDERAL CREDIT UNION account ending in 7707 by end of day on August 29, 2023.

No further action is required on your part. If you wish to view the payment details or change your deposit destination, [click here](#).

2. Click the link that reads, **click here**.

3. If you have only received checks and never created an account, use [this link](#) and click "**Forgot password**" to set a password to the account that was automatically created for you with the email that you received the check on. (This will create a Checkbook.io

account).

4. After creating an account and logging in, go to "**Settings**" on the bottom left-hand side of the page and click **Accounts and Cards**. You'll be able to delete the bank account from there.

(**NOTE:** Only delete a bank account when there are no "In-Process" checks paying to this account.)

For more information, click [here](#).

5. Once you delete the old bank, you can change the deposit destination to a different bank account or use a different payment method.

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