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## How to delete a Bank Account?

2 days ago · Updated

Step #1:

Log in to your <u>Checkbook.io</u> account.

If you have only received a check and not created an account, use <u>this link</u> 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.

Step #2:

Go to "Settings" on the bottom left-hand side of the page.



202	Settings	~
	Billing	
0	Approve Payments	
	Send an Invoice	
E	Send Many Payments	

## Step #3:

When in Settings, click on the "Accounts" tab.



Authorized Users
Accounts
Virtual Cards
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## Step #4:

From the list all the Bank Accounts linked to your Checkbook account, **select** the ones you want to delete (select using the first column)

NOTE: The Default account may not be deleted.

Accounts							
Manage Ba	ank Accounts						
+ Add Ac	count C Verify	Delete					
0	Default O	Billing O	Bank	Account	Туре	Status	Name
0	~	~	JPM Chase	****6789	Checking	Verified	œ
×		0	JPM Chase	****6789	Checking	Pending	œ

## Step #5:

Once a selection is made, click "Delete"

age ba	ink Accounts						
dd Aco	count @ Verify 8	Delete					
		Billion O	Bank	Account	Type	Status	Name
1	Default 0						
)	R State	×.	JPM Chase	••••6789	Checking	Verified	œ

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1 out of 2 found this helpful

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