



SOUTH CENTRAL BANK

Account Switch Kit

South Central Bank
www.southcentralbank.com



SOUTH CENTRAL BANK

small enough to know you,
BIG enough to help!

South Central Bank Switch Kit

In 3 Easy Steps, we at South Central Bank will help you move your checking account from your current bank to us.

Step 1: Open a South Central Bank checking account - discontinue using your account at your existing bank and leave enough money to cover any outstanding checks, ATM/Debit card purchases, online Bill Payments and Automatic Payments/Bank Drafts.

Step 2: Complete the attached forms that apply to you.

- **Form 1 – *Direct Deposit Change Form:*** Social Security, Payroll, Dividends, or any automatic deposit
- **Form 2 – *Automatic Payments or Bank Drafts Change Form:*** scheduled transfers, monthly, quarterly/annual bills (to change bill payments, print your existing payments to have a record the payee name, address, phone number and account number.
- **Form 3 – *Account Closing Form:*** After all outstanding checks have cleared and scheduled deposits and withdrawals are “Switched” to South Central Bank, we will use this form to close your existing account for you.

Step 3: Let our friendly and courteous staff notify your existing bank of your desire to close your account. We’ll do all of the “leg” work for you.

Let us make changing banks easy and convenient.

One of our experienced and friendly Customer Service Representatives will be happy to assist you by contacting us at:

888-651-7466



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FORM 1: Request to Change Direct Deposit

Date: _____

To: _____

Address: _____

This form is my request to transfer my current direct deposit to my account with South Central Bank. Please discontinue using the following bank information:

Bank Name: _____

Bank ABA/Routing Number: _____

Bank account Number: _____

New Bank information:

Name on Account: _____

Bank Name: _____

Bank ABA/Routing Number: _____

Bank Account Number: _____

Additional Instructions: _____

Enclosed is a deposit slip to verify my new South Central Bank information.

Signature: _____ Date: _____



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FORM 2: Automatic Payment / Withdrawal Change Form

Date: _____

To: _____

Address: _____

This form is my request to transfer my current Automatic Payment/Withdrawal/Draft to my account with South Central Bank. Please discontinue using the following bank information:

Bank Name: _____

Bank ABA/Routing Number: _____

Bank account Number: _____

New Bank information:

Name on Account: _____

Bank Name: _____

Bank ABA/Routing Number: _____

Bank Account Number: _____

Additional Instructions: _____

Enclosed is a voided check to verify my new South Central Bank information.

Signature: _____ Date: _____



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FORM 3: Account Closing Form

Date: _____

To: _____

Address: _____

To Whom It May Concern:

Please let this letter serve as my request to close my current account with your institution. The account number is _____. Please send any remaining balance to the following:

Name: _____

Address: _____

Signature: _____

I, _____, a notary public of _____ County, _____, certify that _____ personally appeared before me this day, and signed the foregoing instrument.

Witness my hand and official seal, this _____ day of _____, 20____.

Notary Public _____

My commission expires _____, 20____. (Seal)