

PERSONAL BANKING SWITCH KIT



At Security State Bank, we are committed to making your switch an easy one. Stop into any one of our offices and we'll help you make all of the changes. Or, use this form to make one or all of the changes on your own.

QUICK SWITCH CHECKLIST

- Open checking account with Security State Bank.
- Make sure all checks have cleared on your checking account.
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.
- Send your direct deposit vendors (payroll, social security, CD interest payments, etc.) a notice of the change in your checking account.
- Send notice to vendors who automatically take your payments from your checking account (utilities, insurance, internet providers, schools, etc.) that you are closing the account.
- Send new account information to vendors who you want to continue to generate automatic withdrawals; or to start a new automatic payment with a vendor.
- Send notice to the financial institution where you are closing account.

COMPANY ACCOUNT

Gas	_____
Electric	_____
Telephone	_____
Cell Phone	_____
Cable/Satellite	_____
Internet	_____
Water	_____
Sewer	_____
Refuse	_____
Newspaper	_____
Insurance	_____
Mortgage	_____
Car Loan	_____
Student Loan	_____
Other	_____
Other	_____
Other	_____
Other	_____
Other	_____

FORMS INCLUDED

- ACCOUNT CLOSURE NOTICE**
Use this form to notify your old financial institution that you are closing your account and would like to receive a check for any remaining balance.
- AUTOMATIC PAYMENT AUTHORIZATION CHANGE**
Use this form to transfer your automatic payments from your old account to your new Security State Bank account.
- AUTOMATIC PAYMENT CANCELLATION**
Use this form to send to each of your vendors to cancel any automatic payments from your old account. You may use this form if you want to use online Bill Pay to pay your bills instead of using automatic payments.
- DIRECT DEPOSIT CHANGE NOTICE**
Use this form to change your direct deposit from your old account(s) to your new Security State Bank account(s).
- DIRECT DEPOSIT APPLICATION**
Use this form to sign up for first-time direct deposit of your payroll into your Security State Bank account.
- AUTOMATIC TRANSFER AUTHORIZATION APPLICATION**
Use this form to set up automatic transfer of funds between your Security State Bank accounts.