



**Return the information to the Bank.**

You can mail the information to Southern Bank - Marketing Department P.O. Box 729 Mount Olive, NC 28365  
**OR** deliver the SWITCH KIT information sheet to your local Southern Bank office.

**In order to make the necessary changes, please follow these simple steps.**

1. Maintain a balance in your old account to cover all automatic charges for two months.
2. Once you receive your new checks from Southern Bank, do not write any more checks on your old account.
3. Check your Southern Bank account statement to verify your automatic transfers and deposit requests have been changed over.
4. When you are able to verify all changes have been made correctly, close your old account by following these guidelines:
  - a) Verify all outstanding checks have been paid.
  - b) Call or visit your bank to find out your closing balance on your old checking account.
  - c) Write a check on your old account for the final balance and deposit it into your Southern Bank account.
  - d) When you receive the final statement on your closed account, destroy all remaining blank checks for the old account.

**Automatic Payment and Direct Deposit Information Section**

Automatic payments and transfers are a convenient way to save you time and money. At Southern Bank, we will contact the businesses for you and set up the automatic payments and direct deposits to your account. The only thing you need to do is provide us as much account information as possible about your payments and deposits.

**Payments and Direct Deposits:**

Immediately     Beginning \_\_\_ / \_\_\_ / \_\_\_\_\_

Company Name	_____	<input type="checkbox"/> Applicant
Address	_____	<input type="checkbox"/> Co-Applicant
Phone Number	_____	
Account Number	_____	<input type="checkbox"/> Payment
Amount	_____	<input type="checkbox"/> Direct Deposit

Company Name	_____	<input type="checkbox"/> Applicant
Address	_____	<input type="checkbox"/> Co-Applicant
Phone Number	_____	
Account Number	_____	<input type="checkbox"/> Payment
Amount	_____	<input type="checkbox"/> Direct Deposit

Company Name	_____	<input type="checkbox"/> Applicant
Address	_____	<input type="checkbox"/> Co-Applicant
Phone Number	_____	
Account Number	_____	<input type="checkbox"/> Payment
Amount	_____	<input type="checkbox"/> Direct Deposit

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Amount \_\_\_\_\_

Applicant  
 Co-Applicant  
 Payment  
 Direct Deposit

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Amount \_\_\_\_\_

Applicant  
 Co-Applicant  
 Payment  
 Direct Deposit

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Amount \_\_\_\_\_

Applicant  
 Co-Applicant  
 Payment  
 Direct Deposit

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Amount \_\_\_\_\_

Applicant  
 Co-Applicant  
 Payment  
 Direct Deposit

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
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Account Number \_\_\_\_\_  
Amount \_\_\_\_\_

Applicant  
 Co-Applicant  
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 Direct Deposit

Company Name \_\_\_\_\_  
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Applicant  
 Co-Applicant  
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 Direct Deposit

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Applicant  
 Co-Applicant  
 Payment  
 Direct Deposit

Please attach a VOIDED check from your Southern Bank checking account to this form.