

Southern Commercial Bank Member FDIC

Southern Commercial Bank Quick Start Checklist

Complete your new move to Southern Commercial Bank in just a few easy steps!

Step 1: Stop using your former checking account

- ❑ Be sure to leave sufficient funds in your account to cover all outstanding checks and automatic payments.
- ❑ Destroy your old checks and any debit or credit cards associated with that account.

Step 2: Change your direct deposits

- ❑ Transfer direct deposits to your new checking account.
 - You may use our *Direct Deposit Authorization Form* to send to your Direct Deposit Originator directly.
 - If you receive Social Security payments, call 800-772-1213 to make the switch.
 - Your account number and routing number are shown below.

Your Routing Number is:

081000553

Your Account Number is:

Step 3: Change your automatic payments

- ❑ Transfer any automatic payments to your new checking account.
 - You may use our *Request to Transfer Automatic Payment*—follow up with each biller using the telephone number on your bill two weeks after sending the form.

Step 4: Close your former account

- ❑ Allow all outstanding checks and automatic payments to clear and balance your former account.
- ❑ Transfer remaining funds out of your account and close the account.
 - You may use our *Account Closing Request* form or contact your former bank directly.