



Switch to Southside

A Checklist for Switching Banks



Switching to Southside is a breeze.

Follow this checklist to transition from your former bank.

- ☐ **OPEN AND START USING YOUR SOUTHSIDE BANK ACCOUNT**
Visit your local branch and a relationship banker will be happy to help you choose and open the account that is best suited for your needs. Or you can find account options and open an account online at southside.com/checking. Learn more about online banking, mobile app and wallet, Zelle®, and other digital banking tools at southside.com/digital.
- ☐ **STOP USING YOUR OLD CHECKING ACCOUNT AND LET THE CHECKS THAT YOU HAVE WRITTEN CLEAR**
Make sure your check ledger is updated to help you monitor when all checks have cleared through your account.
- ☐ **CREATE AN ELECTRONIC TRANSACTION LIST**
Review your old account and make a list of your direct deposits and automatic payments using the attached checklist. Remember to list any automatic payments from your debit card. Make sure all transactions have cleared your account. Need help? Ask your relationship banker if necessary.
- ☐ **CHANGE ONLINE AND RECURRING DEPOSITS AND PAYMENTS**
Use your electronic transaction checklist to assist you in identifying and changing all direct deposits and automatic payments to your utility company, mortgage lender, internet provider, etc. Most of these transactions can be performed online, but paper forms are attached for your convenience.
- ☐ **CLOSE YOUR FORMER ACCOUNT**
After all your checks, electronic and debit card transactions have cleared and your direct deposits and automatic payments begin posting to your new Southside Bank account, complete and send the Request to Close Account(s) form to your former bank or contact them directly. You may need to transfer any remaining balance from your old account by writing a check to Southside Bank and depositing in your new account.

Thank you for banking with Southside! If you have any questions during this process, please contact your relationship banker or call our Customer Care Center at 877.639.3511.

Electronic Transaction List

Direct Deposits

DEPOSIT TYPE	FINANCIAL INSTITUTION	ACCOUNT #	DATE	TRANSFERRED
Payroll				<input type="checkbox"/>
Social Security				<input type="checkbox"/>
Retirement / Pension				<input type="checkbox"/>
Investments				<input type="checkbox"/>
Other				<input type="checkbox"/>

Automatic Payments (from debit card, bill pay, etc.)

PAYMENT TYPE	COMPANY	ACCOUNT #	DATE	TRANSFERRED
Home Insurance				<input type="checkbox"/>
Auto Insurance				<input type="checkbox"/>
Life Insurance				<input type="checkbox"/>
Gas / Electric				<input type="checkbox"/>
Water				<input type="checkbox"/>
Cable / Internet				<input type="checkbox"/>
Mortgage				<input type="checkbox"/>
Phone				<input type="checkbox"/>
Credit Card				<input type="checkbox"/>
Other				<input type="checkbox"/>
Other				<input type="checkbox"/>

Direct Deposit Worksheet

Direct Deposit is available with any checking or savings account.

With Direct Deposit, your paycheck or other regular payment is automatically deposited electronically into the Southside account of your choice on time and at no cost to you. It's easy to enjoy the safety, convenience and reliability of Direct Deposit. Simply provide the information on this form to your employer or other payment source and say, "Please deposit my funds directly into my Southside Bank account." Provide or complete any additional information they may require and you'll soon enjoy more convenient banking!

Name: _____

Address: _____

Deposit to: ☐ Checking ☐ Savings

Account Number: _____

Deposit a portion of my check into an additional
account (optional): ☐ Checking ☐ Savings

Account Number: _____

Deposit amount: _____ % or \$ _____

ABA Routing Number: 111923607

Check with employer or payment source for all required forms.

Request to Close Account(s)

Letter of Notice

To (Financial Institution) _____

Please accept this form as authorization to close the following account(s) at your financial institution. All outstanding transactions have cleared and automatic deposits and withdrawals have been discontinued.

Please send a check for the remaining balance to the following address:

Name _____ City _____

Address _____ State _____ Zip _____

_____ Phone _____

Accounts to Close

ACCOUNT NUMBER	ACCOUNT TYPE

Signature

Signature _____ Date _____

Printed Name _____