



SWITCH KIT

Thank you for choosing Security Bank! We have developed this Switch Kit to assist you in the process of moving your banking relationship to Security Bank. Just follow the easy steps listed here. We have included some documents you can use to make moving your accounts to Security Bank even easier.

Simple Steps to Switch Your Account(s):

1. Open a new account at Security Bank.
 - a. Complete an application for a person or business account.
 - b. Stop by any Security Bank office and we will help you choose the account that is right for you.
2. Stop using your old account.
 - a. Let all your checks clear.
 - b. Destroy any unused checks and deposit slips.
 - c. Destroy your debit or ATM card.
3. Change your direct deposits.
 - a. A Direct Deposit Change Request form is included in this kit to give to anyone making direct deposits into your account.
 - b. Include a voided check or deposit slip from your new Security Bank account with the form when you send it to your employer, Social Security, your retirement plan, or any other depositor.
4. Change all automatic payments and withdrawals.
 - a. An Automatic Payment/Withdrawal Change Request form is included in this kit to help you notify anyone making automatic withdrawals from your account.
 - b. Remember to include insurance drafts, gym dues, online services, and automatic utility payments, for instance.
 - c. If you have recurring payments set up through online banking or bill pay at your previous bank, be sure they are cancelled and entered in Security Bank's online banking.
5. Close all other accounts.
 - a. After all your checks have cleared and your automatic deposits and payments/withdrawals have been transferred to Security Bank, you are ready to notify your previous bank to close your account.
 - b. A Bank Account Closing Request form is provided in this kit to help you notify your bank to close your account and send a check to Security Bank for deposit to your new account.

Please do not hesitate to let us know if we can help you in any way during this process.



DIRECT DEPOSIT CHANGE REQUEST

Please change the account for my direct deposit.

Company Making Direct Deposit

Company Address

City/State/Zip

To whom it may concern:

You are currently depositing my entire paycheck or part of my paycheck or a type of payment into the following account:

My Old Bank

My Old Bank's Routing Number

My Old Account Number

Please begin making these automatic deposits into my new Security Bank account.

My New Bank's Routing Number

My New Account Number

If you have any questions about this request, please call me. Thank you.

Name (please print)

Signature

Address

City/State/Zip

Telephone

Date

Please include a voided Security Bank check with your request.



AUTOMATIC PAYMENT CHANGE REQUEST

Please change the account for my automatic payments.

Company Making Direct Deposit

Company Address

City/State/Zip

To whom it may concern:

I have recently changed to Security Bank. You are currently withdrawing \$ _____

Each month from the following account:

My Old Bank

My Old Bank's Routing Number

My Old Account Number

For (payment or reason)

On (date of month)

Please stop making withdrawals from this account on (date: MM/DD/YY) ____/____/____
and start making them from my new Security Bank account.

My New Bank's Routing Number

My New Account Number

If you have any questions about this request, please call me. Thank you.

Name (please print)

Signature

Address

City/State/Zip

Telephone

Date

Please include a voided Security Bank check with your request.



ACCOUNT CLOSE REQUEST

Please close my account.

Bank Name

Address

City/State/Zip

To whom it may concern:

Please close the following account number and send a check for the balance remaining to the address below:

If you have any questions about this request, please call me. Thank you.

Name (please print)

Signature

Address

City/State/Zip

Telephone

Date