



**IT PAYS TO  
SWITCH**

*Southern  
Bank*  
**OF TENNESSEE**

Member  
**FDIC**



**SWITCH KIT**

# ***Switching Banks Is Easier Than You Think***

Southern Bank of Tennessee has made it easier than ever to move your banking relationship. Here are a few good reasons why you should consider Southern Bank of Tennessee:

- We are locally owned and operated. We are committed to providing the quality products you expect with the highest level of service in an environment where you will feel at home.
- Free Checking. No service charge fees, no minimums.
- Toll-free 24-hour account information 1-866-843-2238.
- Free Internet Account Access with NetTeller.
- Locations in Mt Juliet, Smyrna, Lebanon and Clinton, Tennessee.

## **Switching Banks is Simple with our Switch Kit**

Our Switch Kit is a quick and easy way to close your current bank account and make sure all your automated deposits and payments move with you to Southern Bank of Tennessee. Our prewritten customized letters will help you manage the process of notifying companies that your bank account has changed, and even close your account with your former financial institution. Just use our attached letters or let any of our friendly staff help assist you with the process.

### **Letter # 1: Switch Your Automatic Payments**

Complete this letter if you currently have a payment that is directly deducted from your former checking account. If you have several automatic debits, you will need to make multiple copies of this letter. Once completed, send the letter(s) to the company receiving the payment. To locate your routing number and account number, look in the lower left hand corner of one of your checks. The first nine numbers are Southern Bank's routing number and the next eight numbers make up your account number.

### **Letter # 2: Switch Your Payroll/Direct Deposit**

Complete this letter if you currently receive direct deposit of your paycheck or any type of government payments deposited into your account. You will probably need a form from your company's Payroll Department. Please be aware that we can change your Social Security Direct Deposit much faster by calling the Social Security Administration – any of our staff members would be happy to assist you.

### **Letter # 3: Close Your Former Account**

Complete this letter to close your previous checking account and savings account. Be sure to wait until all checks you have written have cleared your account and that all of your automatic deductions and deposits are being processed through your new Southern Bank account. Once this has occurred, send this letter to your former bank.



# Automatic Payment Form

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Company Making Automatic Withdrawal)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

To Whom It May Concern:

I have recently changed banks. Would you please discontinue the automatic payment(s) with your company from my former checking account?

Currently, you are debiting:

\_\_\_\_\_  
Bank (Enter Name of Former Bank)

\_\_\_\_\_  
(Enter Former Bank Routing Number)

\_\_\_\_\_  
(Enter Former Account Number)

\_\_\_\_\_  
Payment Date

\_\_\_\_\_  
Payment Amount

Please begin making these automatic withdrawals from **my new account** with **Southern Bank of Tennessee**.

**064208453**

\_\_\_\_\_  
New Routing Number

\_\_\_\_\_  
(Enter Account Number)

Enclosed is a copy of a voided check. This change is to become effective for my payment on \_\_\_\_\_. If you have any questions regarding this request, please call me at the number listed below. Thank you for your assistance with this matter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Copy this form and send it to anyone you have authorized  
to make automatic payments from your account**



# To Sign Up or Change Your Payroll Deposit or Direct Deposit Of Government/Social Security Payments

To sign up your payroll deposit, you need a direct deposit form from your employer. You will need the following information to fill out the form.

Signing up for direct deposit of your Social Security payments is simple. Just call the Social Security Administration at 1-800-772-1213, Rutherford County at 1-866-593-2112 or Wilson County at 1-866-964-7392. You will need to give them the following information:

## **Name and Address of Bank:**

Southern Bank of Tennessee  
1499 North Mt. Juliet Rd.  
Mt. Juliet, TN 37122

**Bank Routing Number:**  
**064208453**

**Type of Deposit Account:**  
(Check One)

\_\_\_ Checking \_\_\_\_\_ Account #

\_\_\_ Savings \_\_\_\_\_ Account #

**Bank Telephone Number:**  
(615)758-6600

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# Account Closing Form

Date: \_\_\_\_\_

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State Zip

**RE: Closing of Accounts**

To Whom It May Concern:

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

Checking Account Number: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_

If you have any questions regarding this request, please call me at the number listed below. Thank you for your assistance with this matter.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

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