



BUSINESS SWITCH KIT

Welcome to Southern Bank!

Switching your business checking account to Southern Bank is easy, and this switch kit will help you make the transition as seamlessly as possible.

Today, we're here to help you get started as you make the switch.

YOUR SWITCH KIT INCLUDES:

- Request to Close Accounts
- Small Business Organizer
- Overall Accounts Worksheet
- Southern Bank Business Services Request
- Automatic Payment Authorization Request
- Automatic Direct Deposit Authorization Request
- Transition Checklist

YOU WILL NEED:

- Articles of Incorporation
- LLC Operating Agreement or the equivalent for your business type.



Southern
BANK

(855) 452-7272
www.bankwithsouthern.com
Member FDIC



Step-by-step instructions.

Thank you for choosing Southern Bank. Our business Switch Kit is designed to assist with transitioning your activity seamlessly. Simply follow the five easy steps below to complete your transfer to Southern Bank.

STEP 1 OPEN A NEW BUSINESS CHECKING ACCOUNT.

Tip: Write down the routing number [281573259] and your new business checking account number. You will need this information to change your automatic payments and direct deposits from your old account to your new Southern Bank account.

STEP 2 STOP USING YOUR OLD BUSINESS CHECKING ACCOUNT.

Tip: Keep the account open until all outstanding checks have cleared and your automatic payments and transactions have been switched over to your new Southern Bank account. For your convenience, we have included a Business Organizer form on page 3.

STEP 3 TRANSFER YOUR AUTOMATIC TRANSACTIONS TO SOUTHERN BANK.

Tip: Payments such as dues, utility bills and vendor payments that are automatically debited from your account will need to be notified of the new Southern Bank account.

STEP 4 SWITCH YOUR AUTOMATIC PAYMENTS.

Tip: Have your new checking account number and routing number handy when you call to switch. If they require written notification, included are our easy Automatic Payment Authorization Request Form on page 7 to assist with your switch.

STEP 5 CLOSE YOUR OLD BUSINESS ACCOUNT.

Once all your checks have cleared and your automatic payments and direct deposits are successfully being deducted or credited from your new Southern Bank account, close your old account. The included Request to Close Account(s) Form (page 2) can be used to notify your old bank.

Tip: If you have old checks, bring them to any Southern Bank location and we can securely shred or destroy the old inventory and order new deposit materials.



Request to Close Account(s)

Use this form to request closure of your old account.

To: _____

From: _____

Re: Request to Close Account(s) Date: _____

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all automatic debits and credits to my account.

Please issue a check for any remaining balance and send it to my attention at the following address:

Account(s) to close:

Checking Account # _____

Authorized Signer _____

Authorized Signer _____

Savings/Money Market Account # _____

Authorized Signer _____

Authorized Signer _____

Business Debit Card _____

Authorized Signer _____

Authorized Signer _____

Business Credit Card _____

Authorized Signer _____

Authorized Signer _____

Your prompt attention to this matter will be greatly appreciated. Thank you.

Small Business Organizer

Use this worksheet to keep track of what information you need to switch to your Southern Bank business account. This form does not need to be submitted. It is for your personal use.

BANK ACCOUNTS TO CLOSE

Bank Name	Routing Number	Account Type	Account Number	✓

OUTSTANDING CHECKS WAITING TO CLEAR

Payable To	Amount	Account Number	✓

AUTOMATIC PAYMENTS TO SWITCH

Bank Name	Routing Number	Account Type	Account Number	Ph. No.	✓

PAYROLL FUNDING ACCOUNTS TO SWITCH

Provider Name	Account Number	Date Submitted for Change	✓

MERCHANT TRANSACTION ACCOUNTS TO SWITCH

Provider Name	Account Number	Date Submitted for Change	✓

Overall Accounts Worksheet

Payee Name	Type of Payment or Transfer	Current Payment Method	Desired Payment Method from Southern Bank Account	✓
ABC Properties	Rent	Check	Automatic Bill Pay	

Please make sure all automatic payments and deposits have been processed through Southern Bank before closing your previous account.

Southern Bank Business Services Request

Do you require additional services? Please let us know what other services you are looking for and we will contact you with more information.

CASH MANAGEMENT

Southern Bank offers a full range of innovative Cash Management products and services to meet the demanding needs of your business by helping you run your business more effectively and efficiently.

Southern Bank's Cash Management services are a suite of online tools for commercial users. Designed to efficiently process the collection of receivables, control disbursements or payments, reconcile accounts, provide balance information, and efficiently manage cash flow.

- ACH Credit Origination: allowing your business to make direct deposits into employee/vendor accounts.
- ACH Debit Origination: allowing your business to make direct withdrawals from employee/vendor accounts.
- Balance Reporting
- Check Reconciliation (Positive Pay): allowing your business to monitor checks clearing your account(s)
- EFTPS: allowing your business to pay federal taxes by direct deposit.
- Secure File Transfer
- Domestic/International Wire Transfers

REMOTE DEPOSIT CAPTURE

Focus on what matters most - your business - not planning frequent trips to the bank to deposit checks. Remote Deposit Capture services from Southern Bank offers you the convenience of depositing checks to your business account directly from your office.

- Make deposits 24/7: You can now make deposits day or night, whenever it's convenient for you.
- Access to deposit images.
- Lower bank fees.
- Save time: Save yourself the time and hassle of taking paper checks to a bank branch.

MERCHANT CARD SERVICES

Southern Bank is a proud partner with WorldPay. Through this partnership we are able to offer our business customers the ability to process debit, credit, gift, and loyalty cards. Streamline billing, record-keeping, and point-of-sale payment collection by signing your business up today.

- Accept major credit cards, debit cards, and more for increased versatility
- MasterCard, Visa, Discover cards, gift cards, and loyalty cards
- Reduce billing expenses and processing time
- Equipment is easy to use and set up
- Streamline billing and record-keeping
- Easily track your activity with up-to-date reports

PLEASE NOTE WHICH SERVICES ARE REQUESTED:

- Business Online Banking
- Cash Management
- Remote Deposit
- Merchant Card Services
- Business Credit Cards
- Business Debit Cards
- Card Valet

Automatic Direct Deposit Authorization Request

Company: _____ Fax Number: _____

Address: _____

I would like to change my ACH credit to be automatically credited to my Southern Bank account according to the instructions below.

My Company Information

Company Name: _____ Phone: _____

Contact Name: _____

Company Address: _____

Bank Account Information

Please credit the following account:

Account Type: *Checking* *Savings*

Routing Number: 281573259 Account Number: _____

I authorize _____ (company) to make deposits directly to my Southern Bank Account indicated above, and to make necessary adjustments for any credit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature: _____ Name: _____

Title: _____ Date: _____

ATTACH A VOIDED CHECK HERE

Company: _____ Fax Number: _____

Address: _____

I would like to change my ACH credit to be automatically credited to my Southern Bank account according to the instructions below.

My Company Information

Company Name: _____ Phone: _____

Contact Name: _____

Company Address: _____

Bank Account Information

Please credit the following account:

Account Type: *Checking* *Savings*

Routing Number: 281573259 Account Number: _____

I authorize _____ (company) to make deposits directly to my Southern Bank Account indicated above, and to make necessary adjustments for any credit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature: _____ Name: _____

Title: _____ Date: _____

ATTACH A VOIDED CHECK HERE

Automatic Payment Authorization Request

Company: _____

Address: _____

Fax Number: _____

I would like the following payment to be automatically debited from my Southern Bank account according to the instructions below.

My Company Information

Company Name: _____

Contact Name: _____

Company Address: _____

Phone: _____

Bank Account Information

Please credit the following account:

Account Type: *Checking* *Savings*

Routing Number: 281573259

Account Number: _____

I authorize _____ (payee) to initiate payments from my Southern Bank Account indicated above, and to make necessary adjustments for any debit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature: _____

Name: _____

Title: _____ Date: _____

Transition Checklist

This form offers a quick and easy way to keep track of your status in the process of transitioning your account to Southern Bank. It is for your organization and reference only - not for external distribution.

Southern Bank business checking account opened?

✓ Task

Checks ordered

Online Banking or Cash Management set up

Southern Bank debit card activated

Business credit card activated

Payroll account switched?

Merchant services account switched?

Financial services providers switched?

✓ Company/Individual

Automatic deposit companies switched?

List companies:

✓ Company

Key consultants notified?

✓ Company/Individual

Automatic debit companies switched?

List companies:

✓ Company

Old account closed?

✓ Task

Checks, ATM/debit cards destroyed

All checks cleared

