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## SWITCH KIT

**simple.**

**convenient.**

**hassle-free.**



# SIMPLE

## It's Easy To Switch

Follow these simple steps to move your checking to Community Bank of the South:

**1 Open a Community Bank of the South Checking account.** We will help you decide which account best fits your needs. Stop by any of our convenient locations. Make a note of your account number and Community Bank of the South routing number. You will need them later.

**2 Stop using your old checking account.** Destroy any unused checks, your ATM and/or debit card(s), and deposit slips. Allow time (about 10 days) for outstanding checks to clear.

**3 Change your direct deposits.** **Form 1**  
Fill out the enclosed form and give it to your employer, the Social Security Administration, or your retirement plan. Include a new deposit slip or voided check. For Social Security direct deposits, changes may be made by calling the Social Security Administration at 1-800-772-1213 or by visiting [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm). A Community Bank of the South professional can walk you through this process.

**4 Transfer any automatic payments to your new account.** **Form 2**  
Notify anyone deducting automatic payments (insurance, car, gym dues, etc.) from your previous account to use your new Community Bank of the South account.

**5 Close your previous checking account.** **Form 3**  
After all your checks and automatic payments have cleared, close your previous checking account. Enclosed is a form to notify your previous bank of your decision to close account(s).

Still have questions?

Call us or stop by and we'll be happy to assist you.

# CONVENIENT

## Instructions and Forms

We are including three forms to help you make the easy switch to **Community Bank of the South!** Just complete and send these to the appropriate contacts to have automatic payments and direct deposits moved to your new **Community Bank of the South** account. We've also included a form to close your previous bank account.

### Form 1

### DIRECT DEPOSIT REQUEST

Use the Direct Deposit Request to:

- Establish Direct Deposit
- Switch Direct Deposits from accounts at other banks to your new Community Bank of the South accounts

Use one copy for each Direct Deposit you need to set up.

### Form 2

### AUTOMATIC PAYMENT REQUEST

Use the Automatic Payment Request to set up automatic payments from your Community Bank of the South checking account. Print one form for each payment, fill it out, and send it to the company debiting your account.

### Form 3

### ACCOUNT CLOSING REQUEST

Use the Account Closing Request to close accounts at other banks. Use one form for all accounts at the same financial institution. If accounts are at different banks, use separate forms.

- Check with your previous bank to make sure no additional forms or information are required.
- Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have Certificates (CDs), it's important to check the maturity dates.



# SWITCH KIT

# DIRECT DEPOSIT REQUEST

## ORGANIZER

### Direct Deposits

Use this resource to identify and track the status of your Direct Deposits.

### Direct Deposit Request

Before sending the Direct Deposit Request

1. Check with your employer or source of income to make sure no other forms are required. For social security direct deposit, call the Social Security Administration at 1-800-772-1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).
2. Use the enclosed form to establish your direct deposit at Community Bank of the South by providing it to your employer/source of income.
3. Maintain the account at your previous bank until direct deposit has been switched over to your new Community Bank of the South account.
4. Include voided check with each request.

### After you've sent the Direct Deposit Request

1. Confirm with your employer/source of income that the form was received.
2. Monitor your account through 770-436-4567 or logging on to [www.cbsouth.com](http://www.cbsouth.com) to verify that your direct deposit has begun.

### Examples of Direct Deposits include:

- Paycheck from Employer
- Social Security
- VA Compensation
- Retirement/Pension Plan Income
- Interest Income
- Dividends
- Military Pay

Direct Deposits	Company Name/Address	Last Direct Deposit	Date Letter Mailed	Estimated Switch Date	Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					



# SWITCH KIT

Form I

## DIRECT DEPOSIT REQUEST

I would like my income to be automatically deposited to my Community Bank of the South account according to the instructions below.

To \_\_\_\_\_

Address \_\_\_\_\_

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

Fax # \_\_\_\_\_

Establish Direct Deposit. Not currently using Direct Deposit.

Change my existing Direct Deposit

Employer or Company Name \_\_\_\_\_

Employer or Company Address \_\_\_\_\_

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

Employee ID or Account # \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Daytime Phone Number \_\_\_\_\_

### New Bank Account Information

Account Type:  Checking  Savings  Money Market

Community Bank of the South Account # \_\_\_\_\_

Community Bank of the South Routing # 061119723

I authorize \_\_\_\_\_ (employer/company) to make deposits directly to my Community Bank of the South account indicated above, and to make (if 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 \_\_\_\_\_ Date \_\_\_\_\_



# SWITCH KIT

Form 2

## AUTOMATIC PAYMENT REQUEST

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

To \_\_\_\_\_

Address \_\_\_\_\_

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

Fax # \_\_\_\_\_

### Automatic Payment Information

Establish Automatic Payment. Amount: \$ \_\_\_\_\_

Transfer my existing Automatic Payment Amount: \$ \_\_\_\_\_

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

Former Bank Account # \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Daytime Phone Number \_\_\_\_\_

### New Bank Account Information

Account Type:  Checking  Savings  Money Market

Community Bank of the South Account # \_\_\_\_\_

Community Bank of the South Routing # 061119723

I authorize \_\_\_\_\_ (payee) to initiate from my Community Bank of the South checking account, and to make (if 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 \_\_\_\_\_ Date \_\_\_\_\_



# SWITCH KIT

Form 3

## ACCOUNT CLOSING REQUEST

Please close my account(s) described below effective \_\_\_\_\_ (date) as indicated. Please process this request and forward any remaining funds in the account(s) by check to the address indicated.

To \_\_\_\_\_

Address \_\_\_\_\_

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

Fax # \_\_\_\_\_

### The following account numbers indicate the accounts to be closed:

Checking \_\_\_\_\_ Account Owner(s) \_\_\_\_\_

Checking \_\_\_\_\_ Account Owner(s) \_\_\_\_\_

Savings \_\_\_\_\_ Account Owner(s) \_\_\_\_\_

Savings \_\_\_\_\_ Account Owner(s) \_\_\_\_\_

Money Market \_\_\_\_\_ Account Owner(s) \_\_\_\_\_

Other Account \_\_\_\_\_ Account Owner(s) \_\_\_\_\_

If you have any questions about this request, please contact me immediately. Otherwise, please send any remaining funds by check to the following address:

Mailing Address \_\_\_\_\_

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

Daytime Phone Number \_\_\_\_\_

Thank you for your attention to this request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# HASSLE FREE

## Answers to Frequently Asked Questions

**Q: What should I do to have my paycheck deposited electronically into my Community Bank of the South account?**

**A:** Complete the enclosed Direct Deposit Authorization Form and sign to authorize the payroll switch. This form should be provided to your Human Resources department or payroll deposition.

**Q: What should I do to have my Social Security payment directly deposited into my Community Bank of the South checking account?**

**A:** Go to 1-800-772-1213 or visit [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).

**Q: What should I do to have payments that are automatically deducted from my old checking account transferred to my new Community Bank of the South account?**

**A:** We can also assist you in setting up automatic deductions through our online banking and bill pay service.

**Q: What should I do if I have trouble with switching my account?**

**A:** Call Community Bank of the South at 770-436-4567 and we'll be happy to assist you.

**Q: How do I close my previous checking account?**

**A:** The enclosed Account Closing Form will simplify the process of notifying your previous bank that you would like to close your account.

**We look forward to having you as a customer.  
Please call any time for assistance!**



*Local people. Local decisions.*

**Smyrna**

3016 Atlanta Rd.  
Smyrna  
770-436-4567

**West Cobb**

3596 Dallas Hwy.  
Marietta  
770-419-3125

**Canton Road**

3324 Canton Rd.  
Marietta  
678-594-7300

**East Cobb**

3140 Johnson Ferry Rd.  
Marietta  
770-650-6500

**[www.cbsouth.com](http://www.cbsouth.com)**

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