# SWITCH TIPS

#### Keep both accounts open

We recommend that you stop using your old account, but keep it open until all outstanding checks clear. Be sure to leave enough funds in your former account to cover any pending automatic payments. Once you are sure all outstanding items have cleared this account, use the <u>Account Closure Notification Form</u><sup>\*</sup> to close your former account. **\*We'd be happy to take care of this notification, but we'll need your information and authorization to do so.** 

## Switch your Social Security deposit over the phone

The Social Security Office will let you switch your direct deposit over the phone. You can call the Social Security Office at 1-800-772-1213.

## Use our Direct Deposit Checklist to identify any direct deposits

If you currently are receiving direct deposits into your former account from other sources (payroll, retirement, dividends), be sure to notify them of your new Security State Bank account. Use the <u>Direct Deposit – Sign Up Form\*</u> to notify them of your new account. **\*We'd be happy to take care of this notification, but we'll need your information and authorization to do so.** 

#### Use our Automatic Payment Deduction Checklist to identify any automatic payments

If you currently have automatic payments deducted from your former account, be sure to notify them of your new Security State Bank account. Use your old checking account statement to see which businesses you currently have automatic payments with. Use the <u>Automatic Payment – Authorization for Transfer Form\*</u> to notify them of your new account. **\*We'd be** happy to take care of this notification, but we'll need your information and authorization to do so.

## Sign Up for Security State Bank's FREE Online Banking and Personal Bill Pay

With Security State Bank's Online Banking and Bill Pay, it's easy to manage your finances from your home, business, or anywhere in the world you have a computer and internet access! With Online Banking, you can check your account balances, transfer funds between accounts, view statements, pay your bills, and much more! Online Banking and Bill Pay is easy to sign up for and easy to use. We are here to help you if you have any questions or to show you how these products work.

#### What to expect after opening your Security State Bank account

As a customer of Security State Bank, you can expect friendly and efficient customer service of the highest quality every time you do business with us.

If you are applying for a Debit Card, you should expect to receive it within 14 business days after approval.

If you have ordered checks, you should expect them to arrive approximately 10-14 business days after the account is opened.