

We've taken the hassle out of moving your banking relationship to SouthStar Bank, S.S.B. with easy forms and step-by-step instructions. All the forms you need to switch your banking relationship to SouthStar Bank are included in this kit.

### **STEP 1 – OPEN NEW ACCOUNT**

Stop by your local SouthStar Bank branch to open your new checking or savings account and sign up for online banking. We have a variety of products to fit your banking needs. Get a jump start by going to [www.SouthStarBank.com](http://www.SouthStarBank.com). Click on the "About" tab, and then "Applications and Forms", "Commercial" or "Consumer", for an application and checklist. This will allow you to prepare the appropriate application and gather additional information for opening your new account before visiting the branch.

### **STEP 2 – GET ORGANIZED**

Write down your new SouthStar Bank account number and routing number for reference. Review your most recent bank statement and itemize the transactions that you will be switching to SouthStar Bank, S.S.B. List companies which make direct payroll deposits and other automatic deposits into our account. Stop using your old bank account.

### **STEP 3 – BALANCE CURRENT ACCOUNT**

Balance your old account and determine how much you will need to leave in it to cover any outstanding expenses. Take your current balance from your most recent statement and add any recent deposits that do not appear on your statement. List any outstanding checks, transfers, withdrawals, or upcoming automatic deductions that do not appear on your statement and add them up. This is the amount you should leave in your old account. Subtract this amount from your current balance. The remaining balance can be transferred to your new SouthStar Bank account.

### **STEP 4 – CHANGE DIRECT DEPOSIT FOR PAYROLL**

Change your payroll deposit to your new SouthStar Bank account. Just complete the **Direct Deposits/Employer Payroll Form** and take or send to your Employer with a voided check.

### **STEP 5 – CHANGE AUTOMATIC DEPOSITS FOR OTHER INCOME**

Redirect recurring automatic deposits such as dividends, annuities, or periodic distributions from your retirement account. Just complete the **Direct Deposits/Other Income Form** for each automatic deposit and send to the respective institution processing your deposit. Some organizations such as Social Security Administration may require you to use their form.

### **STEP 6 – CHANGE AUTOMATIC DEDUCTIONS**

Redirect recurring automatic deductions/payments such as loan payments, membership dues, utility bills, etc. Just complete the **Automatic Deductions/Payments Form** for each automatic deduction and send to the respective company processing your payment.

### **STEP 7 – CLOSE OLD BANK ACCOUNT**

Once all outstanding deposits and payments have cleared your old bank account, and all ACH/EFT automatic drafts have been transferred to your new account, you can close the old one. Just complete the **Account Closing Form** and send to your old bank. It's just that easy.

If you have any questions or concerns during this process, don't hesitate to contact us. A customer service representative is available to assist you at any time. Just call your nearest branch.

## DIRECT DEPOSITS / EMPLOYER PAYROLL FORM

Use this form to instruct your employer to redirect payroll deposits into your SouthStar Bank account.

**Follow these easy steps:**

1. Attach a personal check from your SouthStar Bank account with the word "VOID" written in large letters in ink across the front. Do not sign the check.
2. Sign and date the form.
3. Submit to your employer.

**HELPFUL HINTS:**

Confirm that your check is being deposited into your SouthStar Bank account. Check your statement online.

Direct Deposits should take effect within three deposit periods. If you don't see it by then, contact your employer.

Keep your account open until ALL direct deposits and automatic drafts (Insurance drafts, Utility Bills, etc.) have been switched to your new account and you see them posting to it.

### Employee Information for Payroll Deposits

I have recently changed my banking relationship to SouthStar Bank, S.S.B. I would like to have my payroll deposit switched to my new account at SouthStar Bank, S.S.B. My information is as follows:

Employee Name (Print):

Social Security Number:

Residential Address:

City:

State:

Zip Code:

Phone Number:

### Deposit Preference

Please have ☐ my Entire Net Pay; ☐ \_\_\_\_\_% of my Net Pay; ☐ Specific Amount \$\_\_\_\_\_ of my payroll check automatically deposited into the following account:

New Bank Name:

**SOUTHSTAR BANK, S.S.B.**

New Bank Routing Number:

**113119985**

New Bank Account Number:

Account Type:

☐ Checking Account ☐ Savings Account

**I hereby authorize my employer as stated above and SouthStar Bank to automatically deposit my payroll check into my account listed above. This includes my authorization to correct entries made in error. This authorization will remain in effect until I give written notice to cancel it.**

Employee Signature:

Date:

**ATTACH A VOIDED CHECK FROM YOUR NEW SOUTHSTAR ACCOUNT HERE.**

## DIRECT DEPOSITS / OTHER INCOME FORM

Use this form to set up or transfer direct deposit of income from investments, pension/retirement plans, interest or dividends.

**Follow these easy steps:**

1. Attach a personal check from your SouthStar Bank account with the word "VOID" written in large letters in ink across the front. Do not sign the check.
2. Sign and date the form.
3. Submit to each institution that is currently authorized to make automatic deposits to your account.
4. For Social Security Direct Deposits, we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or signing up online at [www.ssa.gov/deposit/](http://www.ssa.gov/deposit/). You may also go to the Treasury's GoDirect.org website or call 1-800-333-1795.

**HELPFUL HINTS:**

Verify the form. Contact each deposit source to make sure you are not required to use a special form.

Check your account. Direct Deposits should take effect within three deposit periods. If you don't see it by then, contact your income source.

Keep your account open until ALL direct deposits and automatic drafts (Insurance drafts, Utility Bills, etc.) have been switched to your new account and you see them posting to it.

**Attention:**

Company making Direct Deposit:

Customer ID #:

Company Address:

City:

State:

Zip Code:

**Automatic Deposit Change Request:**

I have recently changed my banking relationship to SouthStar Bank, S.S.B. I would like to have my automatic deposit switched to my new account at SouthStar Bank, S.S.B. My information is as follows:

Name on Account:

Social Security Number:

Residential Address:

City:

State:

Zip Code:

Phone Number:

New Bank Name:

**SOUTHSTAR BANK, S.S.B.**

New Bank Routing Number:

**113119985**

New Bank Account Number:

Account Type:

☐ Checking Account ☐ Savings Account

**I hereby authorize the above named company to make deposits directly to my SouthStar Bank account indicated above, and to make 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.**

Account Holder Signature:

Date:

## AUTOMATIC DEDUCTIONS / PAYMENTS FORM

Use this form to have payments automatically deducted from your SouthStar Bank account.

**Follow these easy steps:**

1. Attach a personal check from your SouthStar Bank account with the word "VOID" written in large letters in ink across the front. Do not sign the check.
2. Sign and date the form.
3. Submit form to each company that is currently authorized to make automatic deductions from your account.

**HELPFUL HINTS:**

Automatic deductions are recurring payments automatically withdrawn from your account on a regular basis. Examples are gym memberships, fees, insurance premiums, loan payments.

Contact each company to find out the address of the main accounting office, where you should send this form. Make sure no other forms are required.

Keep your account open until ALL direct deposits and automatic drafts (Insurance drafts, Utility Bills, etc.) have been switched to your new account and you see them posting to it

**Attention:**

Company making Automatic Deduction:

Customer ID #:

Company Address:

City:

State:

Zip Code:

You are currently withdrawing:  
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Payment Type/Reason:

Date of Withdrawal:

**Automatic Deduction/Payment Change Request:**

I have recently changed my banking relationship to SouthStar Bank, S.S.B. Effective \_\_/\_\_/\_\_, I would like to stop deductions/payments from my old account and start taking from them my new account at SouthStar Bank, S.S.B. My information is as follows:

Name on Account:

Company Account Number:

My Old Bank Name:

My Old Account Number:

My Old Bank's Routing Number:

New Bank Name:

**SOUTHSTAR BANK, S.S.B.**

New Bank Routing Number:

**113119985**

New Bank Account Number:

Account Type:

☐ Checking Account ☐ Savings Account

**I hereby authorize the above named company to make deductions directly from my SouthStar Bank account indicated above, for payment to my account as specified. This authority will remain in effect until I have given written notice to terminate this service.**

Account Holder Signature:

Date:

## ACCOUNT CLOSING FORM

Use this form to notify your old bank that you are closing your account.

**Follow these easy steps:**

1. Fill out, sign and date this form.
2. Please make sure your SouthStar Bank account is active before you close your existing account.
3. Send this form to your old bank after all your existing checks, deposits, direct deposits, automatic payments and pre-authorized transfers have cleared.

**HELPFUL HINTS:**

Be sure to review your old bank account statements and online activity. Keep your account open until ALL direct deposits and automatic drafts (Insurance drafts, Utility Bills, etc.) have been switched to your new account and you see them posting to it. Once everything has cleared and has been redirected, you may close your old account.

**Attention:**

Old Bank Name:	Bank Address:	City:	State:	Zip Code:
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**Request to Close Account:**

I have recently changed my banking relationship to SouthStar Bank, S.S.B. Please close the accounts listed below and ☐ send a check to my address below, or ☐ wire funds to my new SouthStar Bank Account (wiring instructions below):

Account Number:	Account Type:
Account Number:	Account Type:

**Mail Check To:**

Primary Account Holder (Print Name):		Social Security Number:		
Street Address/PO BOX:	Suite/Apt:	City:	State:	Zip Code:

**Wire funds to my new bank account:**

Bank Name: <b>SOUTHSTAR BANK, S.S.B.</b>	Bank Address: <b>100 SOUTH MAIN STREET</b>	City: <b>MOULTON</b>	State: <b>TX</b>	Zip Code: <b>77975</b>
Phone Number: <b>361-596-4611</b>		ABA or Routing Number: <b>113119985</b>		
For Credit to the Account of:		Account Number:		

Primary Account Holder Signature:	Date:
Secondary Account Holder Signature:	Date: