

SWITCH

Getting Started

Page 1 of 4

Making the switch to better banking today!

You can make the move to the Southern Gas Federal Credit Union in three easy steps. Everything you'll need is provided in this handy Switch Kit. We can't wait to welcome you to Southern Gas Federal Credit Union, where you'll enjoy a better experience for all your financial needs!

1

Open your new account.

Apply online in minutes by going to www.southerngasfcu.com or visit your local branch to open your new Southern Gas Federal Credit Union account(s).

2

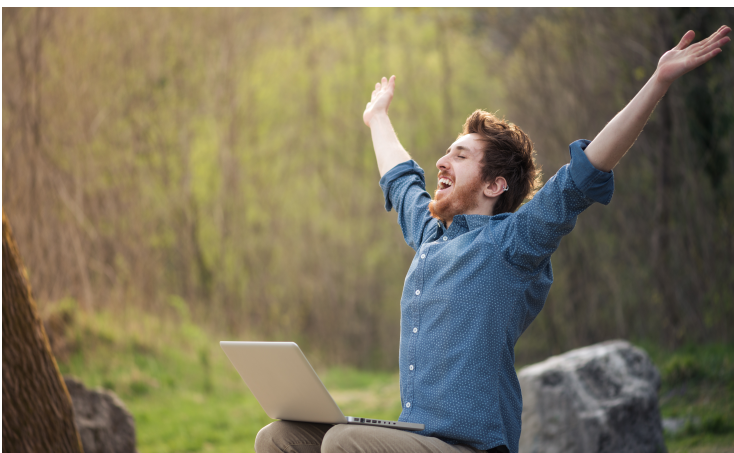
Switch your direct deposits and automatic withdrawals.

If you have any automatic transactions, use the provided forms to seamlessly switch them to Southern Gas Federal Credit Union.

3

Close your old account.

Now you're ready to switch. Simply fill out the provided form to close your old account. Any remaining account balance will be transferred to Southern Gas Federal Credit Union.



**SOUTHERN GAS
FEDERAL CREDIT UNION**
*"Building Relationships That Last a
Lifetime"*

**2205 E Roosevelt Rd
P.O. Box 2600
Little Rock, AR 72203-2600
Phone: 501.374.2031 Fax: 501.374.2041**

SWITCH KIT

Direct Deposit Authorization

Page 2 of 4

You can use your keyboard to fill out this form online, or you can print the form and complete it by hand.

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Southern Gas Federal Credit Union account. Use one form for each direct deposit.

Notification of Direct Deposit Authorization Change

Company or Employer:

Address:

City, State, Zip:

Phone Number:

Employee ID:
(if applicable)

Effective immediately, please deposit the net amount of my check to my Southern Gas Federal Credit Union account. I authorize (name of depositor) to automatically deposit funds into the account below. This authorization shall remain in place until I have submitted a new authorization, or until this authorization is changed or revoked by me in writing.

☐ Net amount to Southern Gas Federal Credit Union CHECKING
Account # Routing # **282075141**

☐ Net amount to Southern Gas Federal Credit Union SAVINGS
Account # Routing # **282075141**

Signature: Date:

Name:

Address:

City, State, Zip:

Phone Number:

Direct Deposit Checklist:

Use this list to remember all your direct deposits you need to transfer. These are the most common direct deposits.

- ☐ Payroll
- ☐ Investments
- ☐ Retirement Plans
- ☐ Social Security**

**To change Social Security deposits, visit www.ssa.gov/deposit/howtosign.htm or call the Social Security Administration at 1-800-772-1213 (TTY 1-800-325-0778).

Southern Gas FCU's Routing Number is 282075141.

Automatic Withdrawal Authorization

Page 3 of 4

You can use your keyboard to fill out this form online, or you can print the form and complete it by hand.

Use this form to authorize a change to any automatic payment, deductions, or withdrawals from your account. Use one form for each automatic withdrawal. OR- many companies and agencies make it easy to change your account record online by going to their website.

Notification of Withdrawal Authorization Change

Name of Company:

Account Number:

Payment Amount:

Address:

City, State, Zip:

Phone Number:

Please change my automatic withdrawal from the following account:

Financial Institution:

Account # Bank Routing #

Please make all future automatic withdrawals from the following account:

Financial Institution:

Account # Bank Routing #

Thank you very much.

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature: Date:

Name:

Address:

City, State, Zip:

Phone Number:

Automatic Withdrawal Checklist:

Use this list to remember all your automatic payments you need to transfer. These are some of the most commonly used automatic payments.

- ☐ Home Mortgage
- ☐ Auto Loans
- ☐ Utilities
- ☐ Insurance
- ☐ Cable/Internet
- ☐ Gym/Club Memberships
- ☐ Credit Cards
- ☐ Investments
- ☐ Subscriptions
- ☐ Charity Donations

Account Closure Authorization

Page 4 of 4

You can authorize your remaining balance to be deposited automatically to your new Southern Gas Federal Credit Union account(s) or paid by a check forwarded to your mailing address.

Use this form to close your account(s) at your former financial institution. Be sure to verify any outstanding items have cleared your old account. We also encourage you to check with your former financial institution to ensure no other forms or fees are required. *****Southern Gas Federal Credit Union is not responsible for charges accrued on insufficient funds.**

Notification of Account Closure Authorization

To Whom It May Concern:

Financial Institution:
Address:
City, State, Zip:

Please close my account:

Account Number: Primary Owner:
Address:
City, State, Zip:

Please send the remaining balance to:

Place an (X) next to your desired option.

☐ Please deposit directly to my new account at Southern Gas Federal Credit Union.
Account # Routing # **282075141**

☐ Please forward me a check to my address listed below.

Primary Signature: Date:
Joint Signature:
Name:
Address:
City, State, Zip:
Phone Number:

Congratulations!

You had to sign your name a few times...but submitting these forms completes your switch to a truly better banking experience. We can't wait to show you the difference a local partner makes.

Welcome to Southern Gas Federal Credit Union!



SOUTHERN GAS FEDERAL CREDIT UNION

*"Building Relationships That Last a
Lifetime"*

Switch Kit Checklist

To ensure a smooth transition, please take a moment to review this checklist and make sure you've covered everything you need to begin your relationship with Southern Gas FCU.

- ☐ Open your membership & checking account at Southern Gas FCU. You can do this by visiting our branch in Little Rock, AR or by completing an online membership application. To submit your application online, please visit www.southerngasfcu.com.
- ☐ Complete the Direct Deposit Enrollment Form to set-up direct deposits with any new companies or individuals. To change Social Security deposits, visit www.ssa.gov/deposit/howtosign.htm or call the Social Security Administration at 1-800-772-1213 (TTY 1-800-325-0778). **Southern Gas FCU's Routing Number is 282075141.**
- ☐ Make sure there are enough funds in your account to cover any payment that will post before closing your account completely. **** Southern Gas Federal Credit Union is not responsible for charges accrued for insufficient funds. ****
- ☐ Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.
- ☐ Contact companies that take payments from your old checking account using a debit card. Inform them of your new Southern Gas FCU Check Card number and expiration date.
- ☐ Change your automatic drafts and payments to your new Southern Gas FCU account(s)?
- ☐ Confirm any pending withdrawals and outstanding checks have cleared your old account(s) and confirm all automatic payments have been transferred to your new account(s).
- ☐ Close account(s) at old financial institution.
- ☐ Destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your former account(s).

Start using your new Southern Gas FCU account for your deposits and payments.