



Switch To Us!

# Account Closing/Transfer Request

Use this form to close your old bank account(s) and transfer any remaining account balance(s) from your old bank to your new Southern Heritage account.

Send this completed form to your old bank once all checks have cleared on the account. Make sure enough funds are available in your old account to cover any automatic payments that have yet to be withdrawn. Double-check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.

For assistance, please contact a Southern Heritage Customer Service Representative at one of our three locations.

Account Closing/Transfer Request

To: \_\_\_\_\_  
 BANK NAME  
 \_\_\_\_\_  
 BANK ADDRESS  
 \_\_\_\_\_  
 BANK CITY  
 \_\_\_\_\_  
 BANK STATE, ZIP

From: \_\_\_\_\_  
 NAME  
 \_\_\_\_\_  
 ADDRESS  
 \_\_\_\_\_  
 CITY  
 \_\_\_\_\_  
 STATE, ZIP  
 \_\_\_\_\_  
 TELEPHONE NUMBER  
 \_\_\_\_\_  
 SOCIAL SECURITY NUMBER

Please send any remaining funds in these accounts to the following address:

Southern Heritage Bank  
P.O. Box 4730  
Cleveland, TN 37320-4730  
Transit/ABA# 064208479

### Deposit Instructions:

Deposit entire amount to checking account number: \_\_\_\_\_ OR

Deposit \$ \_\_\_\_\_ to savings account number: \_\_\_\_\_ AND

the remainder to checking account number: \_\_\_\_\_

### RE: Account Closing Request

PLEASE CLOSE THE FOLLOWING ACCOUNTS WITH YOUR INSTITUTION

EFFECTIVE AS OF \_\_\_\_\_ :

Account Number \_\_\_\_\_

Checking  Savings  Money Market  Other

Account Number \_\_\_\_\_

Checking  Savings  Money Market  Other

Account Number \_\_\_\_\_

Checking  Savings  Money Market  Other

Account Number \_\_\_\_\_

Checking  Savings  Money Market  Other

I authorize:

- The listed entity to close the accounts listed here.
- The transfer of my funds to my Southern Heritage checking and/or savings account(s) indicated.
- Southern Heritage to credit entries to my account(s) as specified.

Signature: \_\_\_\_\_  
ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE

Date: \_\_\_\_\_