



Switch To Us!

Direct Deposit Transfer Request

Use this form to transfer your direct deposit(s) from your old account to your new Southern Heritage account. Please attach a voided check from your new Southern Heritage account.

Send this completed form to your employer's human resources department (for paychecks) or to the accounting department who generates your payment (for other types of regular payments).

You will need a separate form for each of your vendors (such as your employer) who are currently making direct deposits into your existing checking or savings accounts.

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

To: _____
 COMPANY NAME
 Human Resources/Accounting

COMPANY ADDRESS

COMPANY CITY

COMPANY STATE, ZIP

From: _____
 NAME

ADDRESS

CITY

STATE, ZIP

TELEPHONE NUMBER

SOCIAL SECURITY NUMBER

Deposit Instructions:

- Deposit entire amount to checking account number: _____
- Deposit \$ _____ to savings account number: _____ AND _____
- the remainder to checking account number: _____

I authorize:

- The listed entity to change the future deposit of my funds to my Southern Heritage checking and/or savings account.
- Southern Heritage to credit entries to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____
ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE

Date: _____

RE: Change of Direct Deposit Routing

PLEASE DISCONTINUE SENDING MY AUTOMATIC DIRECT DEPOSIT TO ACCOUNT

NUMBER _____ AND/OR _____
CHECKING SAVINGS

WITH _____
FINANCIAL INSTITUTION

PLEASE BEGIN SENDING THE SAME DEPOSIT TO SOUTHERN HERITAGE BANK

Southern Heritage Bank's routing information is:

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

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