

New Account Checklist

Once you open your new Southern Heritage account, refer to this guide to make moving your account easy and convenient! We're happy to help you. For assistance, please contact a Southern Heritage Customer Service Representative at one of our three locations.

- **To close an account and transfer any remaining funds, you will need:**
 - Old account number/recent bank statement
 - New account number (checking, savings or IRA – provided by Southern Heritage)
 - Southern Heritage Routing #: 064208479
 - Account Closing/Transfer Request Form (provided by Southern Heritage)
 - Remember to make sure all checks have cleared on your old account!
- **To change your payroll or direct deposit, you will need:**
 - Old account number/recent bank statement
 - New account number (checking or savings – provided by Southern Heritage)
 - A voided check from your new Southern Heritage account
 - Southern Heritage Routing #: 064208479
 - Payroll Direct Deposit Request Form (provided by Southern Heritage)
- **To change your Social Security Direct Deposit, you will need:**
 - New account number (checking or savings – provided by Southern Heritage)
 - Southern Heritage Routing #: 064208479
 - Visit <http://www.ssa.gov/deposit/howtosign.htm> to change your deposit online or print out the government's Standard Form 1199A (also available from Southern Heritage). You can also call the SSA toll free at 1-800-772-1213.
- **To change an automatic payment or withdrawal, you will need:**
 - Recent statement from vendor
 - New account number (checking or savings – provided by Southern Heritage)
 - A voided check from your new Southern Heritage account
 - Southern Heritage Routing #: 064208479
 - Automatic Payment/Withdrawal Transfer Request (provided by Southern Heritage)
- **To discuss transferring an existing loan, you will need:**
 - Recent loan statement with loan account number and balance remaining
 - Loan Transfer Worksheet (provided by Southern Heritage)
- **To transfer a 401K or other retirement account, you will need:**
 - Recent account statement
 - Contact information for your employer or former employer
 - New IRA account number - provided by Southern Heritage